

Town Office Building Committee

Special Meeting of Thursday, February 7, 2013

In attendance: Jim Lally, George Keithan, David Gross, Kate Novick, Daniel Haas, Carol Reimers, Cathy Iino (ex officio)

Also present: Lauren Blaha – Registrar of Voters, Brian Humes of Jacunski Humes, Todd Hajek – KVFD, Don McDougal - Director of Emergency management

Absent: Gina Regolo, Scott Perry

Chairman Jim Lally called the meeting to order at 7:04 p.m.

David Gross made a motion to approve the minutes of the meeting held on January 17, 2013. The motion was seconded by Kate Novick. Todd Hajek clarified a point in the minutes stating that the fire house training facility had yet to be approved by Planning and Zoning. The motion carried unanimously.

New Business

Lauren updated the committee with the requirements for voting and the associated space allocation. Lauren explained that the largest voter turnout typically occurs during federal elections. There is a requirement for one voting booth for every 250 voters. Lauren stated that during elections, she needs 8 or 9 tables plus the voting machine. She stated that there may be many voting procedural changes in the future such as early registration and early voting. These changes may increase or decrease the size of the voting space.

Brian showed the committee sample layouts of the current meeting room including a voting room layout and meeting room layout. As proposed, the current meeting room, as a voting room, can support 12 voting booths, the voting machine and two tables. The current meeting room can support 24 seats with a head table for 5 people.

The committee felt that the meeting room needed to be larger to accommodate 30 to 35 people, with a front table. The committee would also like to know how large the meeting room would need to be to accommodate 20 voting booths, 8 tables and the voting machine. The committee would like to Brian to provide some options at our next meeting.

In accordance with the geotechnical report, there is no ledge under the building, so a basement can be included into the plan.

Brian showed the committee new site plans, building plans and a proposed elevation. After reviewing the building elevation, it left some of the members feeling like the character of the addition did not properly reflect the architecture of the old town hall. Brian felt that changing different architectural elements and window types, these concerns could be addressed.

Todd stated that the KVFD still has concerns with the flow of traffic, dedicated parking for the KVFD, access to emergency apparatus and the lack of future expansion for the fire department. The committee spent considerable time trying to address these concerns and has asked Brian to see what other options exist to alleviate these problems.

Brian updated the square footage estimate of the building. There has been a small reduction of occupied square footage, from the needs assessment, but with the new basement, the unfinished portion of the project grew by 1480 sqft.

Don briefly reviewed the plan and felt it met his EOC requirements.

Brian shared a schematic cost estimate for the project. While the construction of the building has come down considerably, the cost of the site work increased dramatically. This has left the project only slightly lower in cost than the original barn option, which was rejected by the voters. This caused all of us to pause and we started to review what could be done.

We asked Brian to go back and look for other options. One consideration is to go back to the barn design, off the back of the building, but at a much smaller scale. The goal is to keep the new square footage down in size, keep the building costs down, reduce the site costs by limiting the project area, remove the old barn due to it's condition and to give us more driveway options, eliminate the KVFD conflicts and do all this while keeping the character of the Town. Brian has agreed to take another look at the project. He will present options at our special meeting on March 7, 2013.

Correspondence - re: Childs property. No discussion occurred regarding the Child's property. This has been tabled until the next meeting.

The next scheduled meeting for Thursday, February 21, 2013 is canceled. A special meeting will be held on March 7, 2013 at 7pm, in the Town Hall.

The meeting adjourned at 9.30 p.m.

Respectfully submitted,

George V Keithan

Acting Recording Secretary