

## **Town Office Building Committee**

### **Special Meeting on Thursday, March 7, 2013**

In attendance: Jim Lally, George Keithan, David Gross, Kate Novick, Daniel Haas, Scott Perry, Cathy Iino (ex officio), Gina Regolo

Also present: Brian Humes of Jacunski Humes, Don McDougal - Director of Emergency management

Absent: Carol Reimers, Todd Hajek - KVFD

Chairman Jim Lally called the meeting to order at 7:05 p.m.

David Gross made a motion to approve the minutes of the meeting held on February 7, 2013. Dan wanted to add to the minutes that a scheme of less site work, with reduced paving should be presented. This was agreed. The motion was seconded by Dan Haas. The motion carried unanimously.

Todd Hajek was not able to attend the meeting due to the impending snow storm. Todd did email Jim, and stated the following: "I have had numerous discussions with the Chief Bauer and we are still of the mindset that we do not want to give up any property to this project. The Chief has also expressed his concerns to the Board of Selectmen in which they agreed that there is room to the rear vs the side."

Brian presented the Project Cost Estimate, showing four different cost options including; The original project dating November , 2011; the February 7, 2013 version [enhanced site work, single story]; Feb 7, 2013 revised [reduced site work, single story] and March 7, 2013 [reduced site work, two story].

The revised Feb 7<sup>th</sup> and March 7<sup>th</sup> project showed a decrease in cost from both the Nov 2011 and Original Feb 7<sup>th</sup> project. The committee is still concerned with the project costs being too high but we all want a functioning building once the project is completed.

Brian presented two new plans. The first plan demonstrated the single story layout with reduced site work and less interference with the KVFD. The second plan incorporates a two story addition off the back of the existing Town Hall building, with reduced site work.

The committee is concerned that the KVFD will reject the single story plan even though the new plan addresses some of the interference issues. The committee agreed that this plan is viable and because it is the lowest cost option it should be carefully considered. It was agreed that the committee needs to meet with the KVFD and the towns Selectman so we can discuss the concerns and consequences of this design. Cathy Iino will coordinate a meeting date and time, so a special meeting can be held.

Brian presented a two story plan as an alternative to the single story plan. This new plan accomplishes many tasks including limited site work, retaining the existing barn, moving the EOC into a more hardened area and provides an area for voting. Don briefly reviewed the EOC plan and felt it was a good plan in a better location. These features, along with the added common area requirements of a stair, sprinkler system and an elevator make the project area larger in size and more costly than the previous single story plan.

A discussion took place regarding the use of KES as a voting place, in regards to the very dynamic discussion of the Sandy Hook shooting and limiting the access to people in the schools. The committee cannot accurately forecast any changes but felt we should consider what should be done now, if KES was not available in the future. There are also pending changes from the state regarding same day registration and maybe someday multiple day voting requirements which could increase the time period for voting.

Brian presented a revised voting area layout along with the associated meeting room layouts. According to the data presented, the town requires 17 voting booths, 9 tables and a voting machine. These requirements enlarged the meeting room from 568 to 866 square feet. So to make the town hall a viable voting space, we would need to add 302 square feet.

Brian was directed to hold on advancing the plans any further, at this point. The committee needs to decide which scheme is viable and this can only be accomplished with the input from the Selectman and KVFD. Once a direction is reached, the committee will contact Brian and direct him to prepare a detailed construction cost estimate. This estimate will then be used to determine what the next steps are in the plan.

The committee had a discussion regarding the Childs property correspondence. In summary the Childs have property which they would like to offer to the town. This property is not contiguous to the town hall so the committee felt it would not be something we would consider. Cathy will contact the Childs and tell them we are not interested in using this property for the town hall.

Scott has yet to prepare information on the maintenance and operation cost of the existing town hall or on the new town hall addition. He will work on this once we have established a plan and direction.

Brian presented Cathy the bill for the geotechnical consulting services. A motion was made to pay this bill. The committee voted unanimously to pay the bill.

The next scheduled meeting is for Thursday, March 21, 2013. This meeting may be canceled depending on the KVFD meeting. A notice will be sent out as soon as we know. The meeting adjourned at 8.45 p.m.

Respectfully submitted,

George V Keithan

Acting Recording Secretary