

TOWN OF NEWINGTON

TOWN HALL RENOVATION PROJECT BUILDING COMMITTEE

MINUTES

February 5, 2009

TOWN HALL CONFERENCE ROOM 1

- I. Call to Order – Chairperson Bottalico called the meeting to order at 4:04 pm
- II. Roll Call – Members present: Jay Bottalico, Steve Woods, and Tom Bowen. Others present: David King, Kaestle Boos Associates; Robert Korpak, Director of Facilities Management; Jeff Baron, Dir. of Administrative Services.
- III. Public Participation - None
- IV. Status of Kaestle Boos Associates’ Space Needs Program – No formal action was taken. Mr. King distributed department use diagrams of all three floors of the Town Hall, along with an Executive Summary identifying each department, their current space, their requested space and the difference between the two figures. The Conference Rooms in the Executive Summary are rooms shared between departments. Mr. King was directed to increase the space for conference rooms to accommodate needs expressed by the public in the past. The long term disposition of the Parks and Recreation Department is that they will remain in the Town Hall. A number of conceptual items were presented and discussed, as follows:
  - a. Changes in the 3<sup>rd</sup> floor corridor space
  - b. Locating the Town Clerk’s Office with the Revenue Collector and Assessor’s Offices
  - c. Moving Human Services to the lower level
  - d. Moving the Town Manager’s Office and Finance to where Human Services and the Town Clerk’s Offices are now
  - e. Placing a Board of Education meeting room in at least part of the space where the Town Clerk’s vault is currently located
  - f. Reconfiguring the Town Council Chamber by filling in the floor and turning it around so that the front door lines up with the corridor and so the dais would be in what is now the back of the auditorium
  - g. Moving the corridor by the Town Manager’s Office and Finance so it is over by the courtyard, then relocating the Town Clerk, Assessor and Revenue Collector’s Offices to this area

- h. Moving the Registrar's Office and the Central Connecticut Health District to where the Assessor's and the Revenue Collector's Offices are now
- i. Relocating the Art League to the Senior and Disabled Center
- j. Relocating Newington Community Television to the Town Hall lower level
- k. Locating Information Systems Technology servers to the Arts and Crafts Room, with connectivity to the lower level beneath that area
- l. Moving the Building, Engineering, Town Planner, and Fire Marshal's Departments to the lower level
- m. Moving Human Services to where Building and Engineering are now
- n. Moving Human Services to the lower level instead
- o. Mr. King will e-mail further ideas to Committee members as further details become apparent. The Committee will meet again when the study is closer to finalization. The staging plan, identifying the order in which areas would be renovated and offices would be relocated, would come afterwards. Mr. King was also directed to improve access to the courtyard to make it more usable.

V. Any Other Business Pertinent to the Committee – None.

VI. Public Participation – None.

VII. Adjournment – the meeting adjourned at 5:14 pm.

Respectfully submitted,

*Jeff Baron*

Jeff Baron  
Director of Administrative Services