

TOWN HALL REVIEW COMMITTEE  
REGULAR MEETING  
WEDNESDAY, APRIL 18, 2018  
LITCHFIELD TOWN OFFICE BUILDING, 74 WEST STREET

The regular meeting of the Town Hall Review Committee was held on Wednesday, April 18, 2018 at the Litchfield Town Office Building, 74 West Street at 6:00 pm.

**CALL TO ORDER:** Chairman Jeffrey Zullo called the meeting to order at 6:00 pm. The minutes of this meeting will be recorded.

**ATTENDANCE AND APPOINTMENT OF ALTERNATES:** Chairman Jeffrey Zullo, James Hilby, Richard Quay, Jason Travelstead, Alternate Ann Combs and Alternate Denise Raap. Lisa Losee was absent. Public present were Paul Hinkel, John Martin, Anne Haas, Art Schmidt, Leo Paul and John McKenna. Jeffrey Zullo said that Denise Raap will be a full member tonight.

**APPROVAL OF MINUTES:** Richard Quay made a motion to accept the minutes of the April 2, 2018 regular meeting and James Hilby seconded the motion. There was one correction in the minutes. On page 1, Under Attendance and Appointment of Alternates, correction in name as follows: Jason Travelstead. Richard Quay then made a motion to accept the amended minutes and James Hilby seconded the motion. Denise abstained because she was absent at the last meeting. All were in favor to approve the minutes. The motion was passed.

**PUBLIC COMMENT:** None

**JOHN MARTIN – COURTHOUSE PROGRAMMING REVIEW:** John Martin presented a programming review of how it could be applied to the Courthouse. John communicated with Paul and received drawings from Cambridge Seven and also did calculations on the square footage to compare with Cambridge Seven's net square footage. John also converted the 2016 plan to net square footage because they were gross square footage. John's plan was presented as follows: Lower Level, Basement Plan – same addition that Cambridge Seven did, Probate Court will be in the same location, handicap entrance, staircase and elevator, the office space will now be the vault for the Probate Court, 2 handicap restrooms, restroom and storage. Main Level, from Street – same addition on back as Cambridge Seven had, another addition added where there is a ramp coming up now, Registrar's Office in the back corner, restrooms and copy room, vault area for Town Clerk in new addition, Town Clerk's office with 3 workstations and public counters on the left side, Tax Collector's office on the left side, Assessor's Office on the right side, First Selectmen's office in the front of the building, the Police on the left side. Second Floor – the Law Library will now be a meeting room, lunch room on the back right side, Recreation Department will be on the left side with 235 square feet, Social Services will be on the left side, Finance Department will be on the left side, Land Use, Building Department, Wetlands, Fire Marshall and a conference will be on the right side, the front office will be used for office space because the Borough does not want to be included in that same space. John said that he contacted the State Librarian in regards to the vault for the Town Clerk and the minimum size would be 500 square feet and John has allocated 724 square feet for the vault and also noted that vaults cannot be put on wood floors. John said that the space allocations work very well.

John then handed out a revised sheet of th Litchfield Town Halll Area Comparisons showing the net square footage converted from the 2016 plan comparing it to the Courthouse plan. Example: First Selectmen office(2016 plan) – 984 converted to 890 net square feet, Courthouse – 667 net square feet. Office space – Cambridge had 8,681 net sq. ft. and the plan that John did, there is 9,682 net sq. ft increasing the net usable square feet by 1,000 square feet which comes from the 2 vaults not being used, but will now be using, plus an addition on the side of the building and some of the lunchroom space.

Comments: Jason said that John did a very nice job of what he was tasked to do, good understanding of how the program can work and what the relative square footages are, net to net. Denise said that John did a great job with providing everyone with the space they were needing, no site work having to move people to temporary housing while construction goes on for a newer building, if this comes in as a lower amount to do, its very attractive. Jim said John did a great job, relationships between different departments were maintained, not much construction moving walls. Richard asked if Cambridge Seven saw the revised configurations and John said no. Richard also asked if the employees saw the revised configurations, and John said that he only spoke to Lisa. Ann said John did a great job with making the most of the space. Ann said that everything is a bit smaller that is compared to the net space of the 2016 plan. Jason said that it is bigger than the existing space. Ann also asked John if everyone could get a PDF of the drawings and John said he would send it to everyone. Jeff asked John how many people could the meeting room in the Law Library hold and John said 40 people. Jeff commented that the Land Use area will be impressive with the vaulted ceiling. Paul said that John did a great job making the spaces work. Jim asked what does the public use the most? Leo said the offices used the most are the Town Clerk, Tax Collector, Land Use Office, Recreation Department and the Assessor's office. Leo said the configuration works very well and John did a great job. Paul added that there is more space on the south side if you needed more space. Ann wanted to clarify with John where the lunchroom would be and John said that it would be on the second floor next to the meeting room. Leo said that he was impressed and John did a fabulous job, he got the offices configured in a way that it seems like it will work and the right offices will be connected on a regular basis. Jeff thanked John, it was an excellent effort in 2 weeks, it was a difficult task trying to take an existing structure and put in this program. The key thing achieved is you met the tenor of what we need, the spaces have been adjusted, plus or minus and an excellent job. Leo then asked that if it does get to the next committee and the building committee rearranges offices, does that add a lot of cost. John said it shouldn't we stay in the same footprints, don't move any vaults or masonary walls or make any huge changes. Jeff then said that we will move forward with the Courthouse plan, the 2016 plan design and the 2008 plan as is. John said that he will do net square footage for the 2008 and 2016 plan.

**COST ESTIMATE DEVELOPMENT DISCUSSION:** Paul said that since the last meeting he got the following reports: executive summary, conceptual design for the MET to get a better cost estimate and square foot analysis and statement of proposed finishes showing how the spaces are treated and gave them to Jason for review. Jeff said that from this information we need a scope or statement of work to release to the estimators. Jeff asked Jason how we achieve the statement of work from document to issue. Jason said that it is an architectural function, allowing John to take a look at what type of statement of work we have and see if he can come up with something similar for the Courthouse and 2016 plans.

Jason had an updated estimate for the 2008 plan. Parts of the plan were escalated and other parts were looked at. Parts that were escalated were: demo, site work and abatement work. The original construction cost in 2007 was 7.3 million, now showing it to be 8.9 million and with soft costs on top of that, the project total would be 10.6 million. Jeff asked Leo if this is sufficient enough to analyze the 2008 plan to make a decision and Leo said yes. Jeff said that the 2008 design did not have soft costs in it, just construction cost. Jeff asked Jason if he escalated the 2016 design and Jason said that he did not. Jeff said that we will move forward with the statement of work for the 2016 plan and the Courthouse renovation plan.

A. CONSTRUCTION CONSULTANTS – OPTIONS AND TIMING: Jeff said that in previous meetings we had general discussions about getting estimates from construction managers, an architectural consultant and third party estimators. Jason said that getting estimates from 2 construction managers and 1 third party estimator would be enough. Jason said that a third party estimator would be paid. Jeff said that with a sub committee of 2 people, you don't have to call or convene meetings could either go to or have construction managers come in, have a discussion and report back to us. Jeff asked who would like to be on the sub committee. Jason said that he would and Jeff volunteered him self as well. Jeff said that it will be called the Construction Estimate Sub Committee.

NEW BUSINESS: None

OLD BUSINESS: Ann asked about updating the contract for John Martin and Jeff said that he hasn't had a chance to look at it. Jeff said that he will work with Ann to to create an addendum to the existing contract at the current \$150.00 rate.

CORRESPONDENCE: None

PAYMENT OF BILLS: None

FUTURE MEETING AGENDA: Monday, May 7, 2018 next meeting. Jeff said that since the May 16<sup>th</sup> is the following week, we can cancel the May 16, 2018 meeting and move it to the following Wednesday, May 23<sup>rd</sup> and call it a Special Meeting. That decision will be made at the Monday, May 7<sup>th</sup> meeting.

ADJOURNMENT: Jason made a motion to adjourn and Denise seconded the motion. All were in favor and no one opposed. The motion was passed at 7:28 pm.

Respectfully submitted,



Barbara L. Balsamo, Recording Secretary  
Dated this 21<sup>st</sup> day of April 2018