

**Town Hall Building Committee  
Bantam Annex  
80 Doyle Road, Bantam  
Regular Meeting  
August 1, 2012**

A Regular Meeting of the Town Hall Building Committee was held at the Bantam Annex, 80 Doyle Road, Bantam, on Wednesday, August 1, 2012 at 7pm.

**Present:** William J. Buckley Jr., Chairman; John Langer, Vice Chairman; Ann Combs, David Wilson, Lynn Brickley, Diane Fredsall, Jack Healy, and Alternates Lisa Losee and William Deacon, Jr. (7:09).

**Absent:** Peter Ebersol, Jeffery Zullo

**Public Present:** John Martin, Architect; Elisa Bauer, John McKenna, Nancy Southard, Kathy Brown, James Stedronsky.

**Call to Order:** Chairman William Buckley, Jr., called the meeting to order at 7:03pm. Alternate Lisa Losee was appointed to act as a voting member.

**Public Comment:** There was no public comment.

Ms. Combs made a motion to move item 8 on the agenda, Tax Collector and Assessor Spaces, to follow Approval of Minutes. Mr. Healy seconded the motion which was passed unanimously.

**Approval of Minutes:** Mr. Healy made a motion to approve the minutes of the July 18, 2012 meeting as read. Mr. Wilson seconded the motion which passed. There were two abstentions: Ms. Fredsall and Ms. Brickley.

**Tax Collector and Assessor Spaces:** The discussion was opened to the public. Kathy Brown, Assessor, and Nancy Southard, Tax Collector, spoke. Ms. Brown and Ms. Southard felt that having a shared counter for the two offices would create complications for the public on busy days. They agreed however that proximity to each other's office was beneficial for working together.

Suggestions made included hanging signs designating counter space for the two offices, dividing the counter with a door in the middle, and having two counters running perpendicular to the office space. Ms. Southard also voiced concerns about the security of the office. Mr. Buckley suggested that committee members visit the current space, and that Mr. Martin take the comments into consideration for the next meeting.

**Report on Probate Court Needs:** The topic is being tabled to the next meeting.

**Report on Digitizing Records:** Ms. Losee submitted a report of each department's needs. The conclusion was that there is no global software which would work for every department. The Committee felt that a consultant would be a good idea. Mr. Healy stated that Leo Paul would like to move forward with digitizing regardless of the status of the proposed town hall project.

**Report on Park and Recreation Needs:** Mr. Healy reported that the Park and Recreation department has recommended selection of a consultant, and work begins Wednesday.

**Approvals vs. Town Vote:** The Committee discussed whether legal approvals for the building or voter approval should be sought first. The Committee felt that the larger issue is what constitutes the front property line if the building is built to the rear. Mr. Buckley would like Mr. Ebersol to discuss the matter with Mike Rybak.

**Debt Service Analysis:** Mr. Healy made a motion to add "Debt Service Analysis" to the agenda. Ms. Fredsall seconded the motion which was passed unanimously. The Committee reviewed a report compiled by Mr. Healy comparing the cost of the current project to the 2008 plans. Mr. Wilson suggested working with the estimated debt to make it less of a "roller coaster" over the next several years. He also felt that interest rates may lower in the future. Mr. Buckley suggested that Committee members review the report in detail.

**Presentation and Discussion by Architect:** Mr. Martin reviewed the proposed plans. The area analysis is almost the same as last meeting's plan except the Social Services pantry area is used as a mailroom instead, and the Tax Collector and Assessor spaces were modified. Minor changes were made to the site plan as well: the parking area and handicap spaces were adjusted, and a drop off/delivery area was added.

Materials were discussed. Most of the building would be constructed of masonry for low maintenance. Options for roofing will be researched. Mr. Deacon advised considering that arched windows may cost four times as much as square windows. Having volunteer groups help with landscaping and maintenance after completion was also discussed.

Next steps: Mr. Martin will begin compiling cost estimates. The setback question must also be addressed. The Committee discussed putting the conceptual drawings on display at the town hall, but it was agreed to present the plans to the public during the public hearings as stated in the Mission.

**Correspondence:** Emails were received excusing Mr. Ebersol and Mr. Zullo from the meeting.

**Adjournment:** Mr. Wilson made a motion to adjourn the meeting. Mr. Healy seconded the motion which was passed unanimously. The meeting was adjourned at 8:46pm.

Respectfully submitted,

Alissa Bumstead  
Recording Secretary