Town Hall Study and Barrier Removal Committee
Minutes of the Meeting of June 3, 2009 6:00 PM

Members attending: Donna Neylon, Peter O'Connell, Barbara Clancy, Donald Faugno, John Wild, John David Holdcraft, Sheila Frangiamore. Absent: Jennifer McMillan, George Dellomo. Also in attendance: Steve McAlister and Stephan Green.

Agenda and Actions:

1. **Approval of Minutes of the May 11 meeting: Barbara Clancy moved and Sheila Frangiamore seconded** a motion to approve the minutes of the May 11 meeting. So voted.
2. **Old Business:**
   a. Donna Neylon reported that to do a perc test, we will need information on the size the septic system planned and the location of the holes. She suggested that we ask Clark and Green to ask their consulting engineers for this information. The town will use the Board of Health consulting engineer to monitor the perc test as required but we would not go ahead to hire a consulting engineer design a new septic system until we know the results of the perc test and until we know the demand on the septic system.
   b. Sheila Frangiamore noted that she had collected information about office needs from everyone who works in the town hall and forwarded them to Steve McAllister. He noted that they were not that dissimilar from similar data collected ten years ago for the Chenot study.
3. **New Business:**
   a. **Insulation:** Stephan Green presented graphics showing that the greatest savings would be achieved by insulating the roof and the windows of the Town Hall, but that relatively little additional savings would be accomplished from insulating the walls compared with (1) the risk of deterioration in the brick walls and (2) changes in the historical fabric of the building, and (3) the cost of removing the walls and replacing them after insulation. Therefore, they recommended roof insulation and selective treatment of the windows (adding storms, replacing sashes and insulating around windows, restoring windows as necessary, etc.). They will invite Marvin Windows to survey the Town Hall windows, with supervision from C&G to give us a cost/benefit analysis.
   b. **Elevator:** Steve McAlister reported that the elevator requires 12 feet of upper clearance and, judging from Chenot drawings, there is that much clearance in the clock tower. In response to questions from David Holdcraft and Donna's concerns about vibrations from the elevator causing possible problems with the clock, Steve said he would do physical measurements.
   c. **Floor Schemes**: Steve McAlister presented three alternatives for the arrangement of space in the Town Hall and led a discussion of those alternatives:
      i. **Scheme A Senior Center in the Auditorium**: Cellar: Police, Water Dept, Board of Health, Building Inspector and record storage; First Floor: Large Meeting Room, Town Clerk, Treasurer, Tax Collector and a Financial Clerk; Second Floor: Senior Center in the Auditorium and an office and

kitchen/pantry in place of the stage; Balcony level: TV game lounge, Staff lounge, Conservation Commission; Third Floor (Masonic level): Accountant, Board of Selectmen, Meeting room, and assessors.

ii. **Scheme B: Auditorium as is:** Cellar: Town Clerk, Building Inspector, Planning Board, Conservation Commission, Building Inspector, kitchenette, small meeting room and more record storage than in Scheme A; First Floor: Tax Collector, Treasurer, Council on Aging, large meeting/dining room and kitchenette; Second Floor: Auditorium as is with staff lounge adjacent to stairway; Balcony level: TV game lounge, Staff lounge, Conservation Commission; Third Floor (Masonic level): Accountant, Board of Selectmen, Meeting room, and assessors.

Discussion Points:

1. **Auditorium**. The committee was divided. Some said it is too large for a Senior Center with very high ceilings and will be too cold for the Seniors in the winter. Others felt that the Town can't afford to have a huge hall that is used only occasionally when the space could be put to better use. Others felt it was a signature space, an icon for the town, and could be more fully programmed once it is made accessible. Others, seeking a compromise, proposed sliding walls to divide the space, but Stephan and Steve described the design and cost difficulties and noted that the smaller rooms would have extremely tall ceilings, creating odd spaces. Given that all design schemes revolve around decisions relating to the auditorium, Stephan and Steve said they felt they needed to give the auditorium more design attention that just the "box-within-a-box" treatment to see if there might be design solutions.
2. **First Floor**: There was consensus that first floor offices should be the ones with the most public traffic and that there was a need for additional meeting space beyond the "banquet room". The idea of a front-to-back hallway with offices and/or meeting spaces opening on both sides seemed attractive. There was some feeling that a full kitchen and/or staff lounge was not necessary – a kitchenette could suffice.
3. **Basement**: There was discussion of whether the basement could be made water proof and therefore house offices, meeting space and storage. Reference was made to the West Brookfield Town Hall which is also partially below grade and was successfully renovated ten years ago.
4. **Masonic level**: Although this has been proposed as a meeting room for Seniors, many felt it was inconvenient. The same was true of locating the Board of Selectmen there, since the Selectmen's Office is central and there is some need to cluster the staff rather than to separate them on several floors.
5. **Making Choices**: After considering the option of having the Committee meet by itself to thrash out some decisions, the Committee asked Steve and Stephan to come back for another consideration of choices. In the meantime, individual committee members will review the Schemes and try to identify principles for arranging spaces.

4. **Next Meeting: Wednesday, June 24 at 6:00 PM in the Banquet Room of the Town Hall.**
5. **Adjournment: Clarence Snyder moved and Barbara Clancy seconded a motion to** adjourn the meeting at 8:10 PM. So voted.

Respectfully submitted,

Peter S. O'Connell, Secretary