Town Hall Barrier Removal Committee
Minutes June 24, 2009

Members present: Donna Neylon, Donald Faugno, Clarence Snyder, Barbara Clancy, David Holdcraft, Sheila Frangiamore, Peter O'Connell. Absent: George Dellomo, John Wild, Jennifer McMillan.

Also present: Steven McAlister, Clark & Green, Barbara Wilson, Jean Lytle, Bill Simpson

Pledge of Allegiance

Minutes of June 3, 2009: Clarence Snyder moved and Donald Faugno seconded a motion to approve the minutes of June 3, 2009. So voted.

Perc Test: Donna Neylon reported that the perc test was scheduled for the following week at a cost of $325 to paid out of the Town Hall Improvement Account.

Elevator in the Bell Tower: Steve McAlister reported that he had measured the bell tower and concludes that there is more than sufficient clearance to install an elevator without affecting the mechanics of the bell.

Floor Plan schemes presented to date by Clark and Green: Individual members of the committee shared their perceptions and priorities in reaction to four alternative schemes developed by Clark and Green and a summary of the advantages and disadvantages of each. Mr. Faugno identified four questions, the answers to which would determine how to program the Town Hall:

1. Will the auditorium be retained?
2. Will the police be housed in the Town Hall?
3. Will there be a Senior Center to qualify for additional funding?
4. Will the Banquet Room and kitchen be left as is or divided?

Discussion followed which can be summarized as follows:

- **Senior Center:** The committee is in general agreement that a separate space for a "Senior Center" is not justified at this time, but there is disagreement about where the Seniors should meet. Some favored the third floor Masonic meeting area, but Barbara Clancy rejected the Masonic level because she felt seniors would not welcome it and because of concerns that some seniors could not get out of the building in case of an emergency that rendered the elevator unusable. Others felt the seniors could meet in the auditorium and others thought that if there were a mix of larger and smaller meeting spaces in the Town Hall, the seniors would use whichever space was most appropriate for the scheduled activity.
- **Auditorium**: With the exception of Mr. Snyder, committee members present felt that the auditorium should remain as an auditorium, that the stage be made accessible, and that some adjacent space be fitted out as a kitchen to provide refreshment to groups using the auditorium. More thought is needed on issues of storage (chairs, tables, costumes and sets for plays, etc.) and audio-visual furnishings. Mr. Faugno and others felt the stage and curtains should be able to be used for meetings. The balcony and

other available space on the mezzanine level should be converted to use as offices, storage, and/or meeting space.

- **Banquet Room and kitchen:** All committee members favored the reconfiguration of the banquet room so all offices would be clustered on the first two floors. Town officials with the most frequent contact with the public would be located closest to the elevators. Mr. Holdcraft believed that the kitchen should be left pretty much as is, but others felt it could be made smaller or that the kitchen function could be located elsewhere in the building.
- **Lobby:** There was some agreement that the entry lobby could be better used as a welcoming space staffed by a clerk that would be electronically networked to other offices. Steve McAlister suggested that the walls of the Town Clerk/Tax Collector office could be open to the lobby using a combination of counters and sliding windows to make transactions possible without having people have to actually enter the offices.
- **Police in the basement:** Half of the members feel there is enough space in the Town Hall for offices, meeting spaces and the Police, but the other half is uncertain. Mr. Holdcraft feels the Town Hall is an inappropriate location for the Police.
- **Archival storage and safes:** Mr. O'Connell questioned whether the current safes should be replaced by modern ones, which, in turn, could create greater flexibility in the allocation and arrangement of spaces in the basement and first floor.
- **A one-story addition:** Steve McAllister suggested that space needs could be alleviated by adding a one-story addition to the back of the building below the level of the first-floor windows. The addition could house safes and climate controlled storage and provide controlled access for the police, if housed in the basement, in turn, freeing up some basement space for offices and/or meeting space.

Steve McAlister said that for the next meeting, he will research alternatives for modern safes and conceptualize the organization, uses and estimated costs for a one-story addition.

Next Meeting: August 5th at 6:15 in the Town Hall Banquet Room

Adjournment: Barbara Clancy moved and Sheila Frangiamore seconded the motion to adjourn the meeting. So voted at 7:50.