

Town Hall Building Committee  
Bantam Annex  
80 Doyle Road, Bantam  
May 16, 2012  
Meeting Minutes

**Present:** William J. Buckley Jr., Chairman; John Langer, Vice Chairman; Diane Fredsall, Secretary; Lynne Brickley, David T. Wilson, Ann Curtis, Peter Ebersol, Jack Healy, Jeffery Zullo(7:06), Alternates: Lisa Losee and William Deacon, Jr(7:05).

**Call to Order:** Chairman William J. Buckley Jr. called the meeting to order at 7:01 p.m.

**Approval of Minutes:** Peter Ebersol made a motion to approve the minutes as presented from the May 2nd meeting; seconded by Jack Healy; Dave Wilson abstained. No Discussion: Minutes approved as presented.

**Presentation and Discussion by Architect:** John Martin talked with the Town Hall Office Folks and made changes as per their requests. Mr. Martin and Lisa Losee talked with a consultant for storage vaults, Ron Keith. Mr. Martin reported that the State of Connecticut's plan to be largely digitized is not coming to fruition and therefore we need to provide additional storage space for hard copies of important papers. Bill Buckley suggested that Jeff Zullo approach 1<sup>st</sup> Selectman Leo Paul and ask if the town would be willing to help with the cost of bringing in a consultant to figure the cost of digitizing what could legally be digitized. Discussion concerning whether a kitchen/lunchroom was really necessary as most people either eat out or at their desks. Jeff Zullo suggested that perhaps the Conference Room could double as a kitchen/lunchroom; overall the committee felt that this was a viable solution for space saving. The committee discussed if Town Hall really was the proper place for storage of sports equipment for Park and Rec. Diane Fredsall will talk with Park and Rec. to see if there is any alternative location for storage. The Meeting Room was also discussed as to its necessity. Mr. Buckley expressed that we need to eliminate 1,000's of square feet from the current plan in order to get town approval.

**Geri Geci, Litchfield Energy Task Force:** Brian Malarkey and James Keathan present a very informative program on energy saving measures for the new town hall. They included current costs and what the savings could be. Although it is a larger initial investment, the cost savings covers the investment in 3 to 5 years. A copy of the presentation is attached to the minutes.

John Langer made a motion to move Item 8, Contract with Recording Secretary, to item 6. Lynne Brickley seconded. Vote was unanimous.

**Contract with Recording Secretary:** Two ladies were present who had an interest in being Recording Secretary; Alyssa, from Burlington and Barbara, who lives in Litchfield.

Each candidate presented minutes from other meetings that the record. The committee asked questions concerning background and informed the candidates of our expectations. Each candidate still expressed interest in the position.

Jeff Zullo made a motion to move item 7 up ahead of item 6; Peter Ebersol seconded. Vote was unanimous.

**Report on Probate Court:** Judge of Probate Diane Blick presented the committee with space needs and requirements by the State of Connecticut. Judge Blick needs separated space for offices and waiting areas as well as a large room for hearing. A vault is required by the State if records are to be kept on premise.

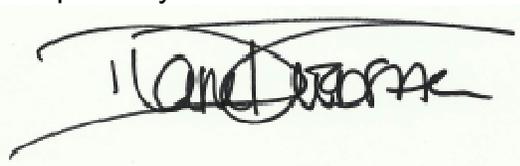
**Parking Needs & Site Map of Town Hall:** Jack Healy reported that there will be 28 employees at Town Hall and currently there are 44 spaces available for parking. Two spaces are dedicated for Handicap Accessibility. Jack presented the original blue prints from 52 years ago; there have been no changes to the building in all those years.

Jack Healy made a motion to go into executive session to discuss the hiring of a Recording Secretary; Lynne seconded the motion; Vote was unanimous. Executive session began at 10:02 p.m. with the committee members and alternate members only in attendance. Executive session ended at 10:08 p.m. Dave Wilson made a motion to hire Alyssa Bumstead as the Recording Secretary; seconded by Jack Healy. Vote was unanimous.

**Correspondence:** A letter was presented from the First Selectman's office approving the extension of John Martin's services.

**Adjournment:** Jeff Zullo made a motion to adjourn, seconded by Dave Wilson. Motion passed unanimously. Meeting closed at 10:10 p.m.

Respectfully Submitted:

A handwritten signature in black ink, appearing to read "Diane Fredsall", is written over a light green rectangular background. The signature is stylized and somewhat cursive.

Diane Fredsall  
Secretary