

# Town of Seymour

## Building Review Committee

### Minutes

COPY RECEIVED  
DATE: 9/10/12  
TIME: 3:42 pm  
TOWN CLERK'S OFFICE

Place: Norma Drummer Room, Town Hall

Date: 8-2-12

Time: 6:30 p.m.

1. Meeting called to order by: Chairman Paul Wetowitz at 6:32 p.m.
2. Pledge of Allegiance
3. Roll Call:

Members of the Committee	Present	Absent	Late (time)
Scott Andrews	X		
Bruce Baker	X		
Tim Connors	X		
Nicole Klarides-Ditria	X		
Jennifer Magri	X		
Fred Messore		X	
Wayne Natzel		X	
Dennis Rozum		X	
Paul Sponheimer		X	
John Stelma	X		
John Uhelsky	X		
Paul Wetowitz	X		
Missy Orosz		X	
<b>Total</b>	<b>8</b>	<b>5</b>	

Others Present: Bill Silver – Silver Petrucelli, Don Smith

4. **MOTION:** to approve the prior Meeting Minutes of 7/19/12

Members of the Committee	Motion	Yes	No	Abstain
Scott Andrews	2	X		
Bruce Baker	1	X		
Tim Connors				X
Nicole Klarides-Ditria				X
Jennifer Magri		X		
Fred Messore				
Wayne Natzel				
Dennis Rozum				
Paul Sponheimer				
John Stelma		X		
John Uhelsky		X		
Paul Wetowitz		X		
Missy Orosz				
<b>Total</b>		<b>6</b>	<b>0</b>	<b>2</b>

5. Public Comment – None
6. Chairman's Report

- a. **Discussion** – Chairman Wetowitz notified the Committee that approval for the study is on the BOS agenda for their 8/14 meeting. He gave the 1<sup>st</sup> Selectman a copy of the 3 proposals received and a letter from us concerning our selection.

7. Discussion with representative from Silver Petrucelli on potential work and take any action as necessary

- a. **Discussion** – Mr. Baker asked how the project would be approached. Mr. Silver provided the committee with a proposed project plan. He further explains that interviews will be first. The firm will meet with departments during normal business hours and use a 10-15 year look ahead approach. For example, the town clerk should be able to forecast vault needs, etc. In early September they hope to have conceptual layouts and conduct site visits to determine the conditions of the buildings. By mid to late October the study should be complete. One architect and ¼ of an engineer will be used in order to translate furniture needs, etc.
- b. **Discussion** - At 98 Bank it is already known that the elevator shaft is not currently extended to the 3<sup>rd</sup> floor. NVHD did not have the funding to finish that at the time. The hoist way is already to code. Mr. Uhelsky asked if piston was needed for the elevator. Per Mr. Silver no as they are now low threshold side rail mechanisms. A small closet is all that is needed for the control system. They likely would use space in the machine room. Mr. Uhelsky mentioned that there would be inspection costs to be considered.
- c. **Discussion** – Mr. Baker inquired as to how the firm would deal with pre conceived notions and maintain objectivity when speaking with employees. Mr. Silver shared that their goal would be to build consensus if they can and look at things demographically. For example, seniors should not be in a multi level building. They will provide Pros/Cons and notify the committee of any division they encounter. Cost usually becomes a factor in the building of consensus. They will review the results with the key interviewees to ensure that it all makes sense. They will concentrate on asking for needs and remove the building from the equation. They will look towards the common good, retain departmental grouping and in some cases like the town clerk's office be driven by their need and requirements for vault space. The firm is able to bring ideas from other towns such as Stonington, Enfield and Oxford where they have performed similar work. Then they are able to make recommendations based on those experiences.
- d. **Discussion** – Mr. Andrews asks if the questions that will be asked can be provided ahead of time so departments can prepare. Mr. Silver states that they will be so that conceptually employees can start thinking about needs. There was some discussion regarding speaking with the public about this project. Ms. Magri mentions that conflicts with Meet the Teacher nights should be considered. Mr. Andrews asks if Mr. Silver usually gets a lot of comments in sessions like those. It depends upon the constituency per Mr. Silver. Mr. Andrews asked if public meeting could precede a BOS meeting. There is a flexible schedule. Mr. Smith mentions that at a 1<sup>st</sup> meeting the public should be allowed to speak where no concepts are in place yet. Mr. Wetowitz has provided Silver Petrucelli with the list of constituents to interview and requested that Mr. Silver attend the 8/14 BOS meeting in the event that there are any questions.

8. Individual Member's Comments

- a. **Discussion** – Ms. Magri inquired about the need to obtain future meeting dates since no others are currently scheduled. Mr. Baker asked to read aloud potential dates. It was agreed that the current 1<sup>st</sup> and 3<sup>rd</sup> Thursday schedule should continue. Ms. Magri will place a request to have those meetings added to the schedule starting in September. There will be no meeting on 8/16.

9. Public Comment - None

**MOTION:** To adjourn the meeting at 7:04 p.m.

Members of the Committee	Motion	Yes	No	Abstain
Scott Andrews		X		
Bruce Baker	1	X		
Tim Connors		X		
Nicole Klarides-Ditria	2	X		
Jennifer Magri		X		
Fred Messore				
Wayne Natzel				
Dennis Rozum				
Paul Sponheimer				
John Stelma		X		
John Uhelsky		X		
Paul Wetowitz		X		
Missy Orosz				
Total		8	0	0