

Town of East Haddam
Municipal Office Building Committee
Space Planning Sub-Committee
August 18, 2016

1. CALL TO ORDER

The Space Planning Sub-Committee Meeting was called to order on Thursday, August 18, 2016 at 6:00 p.m. at the Grange Hall.

2. Attendance

Space Planning Sub-Committee attendance: Erik Dill, Roy Parker, Edward Blaschik, Chuck Smith, Craig Mansfield, Daniel Alexander, Vinny Garofalo (arrived 6:49 p.m.), and Phil Barlow (arrived 6:47 p.m.).

Other(s): Jason Ferrisi and David Stein-Silver/Petrucelli, Denise Dill, Bryan Perry- (arrived 6:39 p.m.), Paul Wojtowicz and Joseph Desautel-Downes Construction Company, Randy Dill-Inlands Wetlands Commission, Jim Ventres-Land Use Administrator (arrived 6:47 p.m.), Ron Turner-Facilities Director, and Ruth Ziobron-Recording Secretary.

3. Final review of floor plans-Silver Petrucelli & Associates

The Revised Schematic Floor Plan was reviewed. It is filed at the Selectman's Office:

Highlighted:

- Design should reflect Superintendent Reas's requests during the August 11th meeting.
- Buffer to the Selectman's Office from the main entrance.
- Meeting room sizes.
- Reducing the IT office space. Push the server room to the back wall and put the IT desk in front.
- Prioritizing office space based on usage (hours per week).
- Remove unnecessary bathroom space based on occupancy of building. (Requirements are for 18 water closets; 7 men and 11 female.)
- Provide the Committee with current office square footage.
- Necessity for a locker room for the Resident State Trooper or reduction in size.
- Decreasing the size of the meeting room across from the Resident State Trooper.
- Similar technology in all meeting rooms.
- Placement of storage near the stage is due to code and rating issues. Stair enclosures are for exiting and can't go into the gymnasium.
- Necessity and/or size of file, copy, work, mail room.
- Extra desk in the Finance Office could be shared with the Treasurer.
- Extra desk in Selectman's Office could be shared with the EDC.
- Custodial closet location.
- Addition of a family restroom with a baby changing table.
- Furniture inventory fitting into the schematic floor plan.

4. Public Comment

Brian Perry stated design should reflect Superintendent Reas's requests during the August 11th meeting.

4. Adjournment

Motion by Mr. Dill to adjourn at 6:58 p.m. Second by Mr. Blaschik and unanimously passed.

Respectfully submitted;

Erik Dill
Secretary