

**Town Building Advisory Committee
Meeting minutes of January 25, 2008**

Attendees:

Robert Corson - Chair
Amy Bailey
Gerry Hamel
Julie D. Gilman – Selectman’s rep
Russ Dean – Town Manager

Guests:

Andrew Swanson – IT
Linda Hartson – Town Clerk

Meeting convened at 8:00 am.

Reviewed status of town survey – planned to be in mailboxes by Feb 4th with requested return due date of Feb 11.

Scheduled Feb 13, 6pm TBAC meeting to compile data.

Mr. Corson advised on use of Waste Management recycle network for office furniture and storage systems.

Meetings with Town Departments:

1. Andrew Swanson – IT, provided written response to committee survey. See attachment

Highlights include serious need for more electrical service and internet bandwidth. TV broadcast equipment/production studio needs to be close to IT and recording location (main meeting room). Server location not as critical to IT manager. Security is a premium requirement. Environmental concerns include heat gain from equipment, power requirements, moisture control.

Staffing needs at least two more people within 5 years, 1 immediately. Currently relies on part-time help from SST. (Security problem?)

Remote locations (from large meeting room) that need TV broadcast will not require separate TV room if we achieve remote feeds from current Novak location.

Archive – discussion of remote location vendor.

2. Linda Hartson – Town Clerk provided written response to committee survey. See attachment. Email of 1/23/08 and Vital Records “Report of a Preservation Survey” – dated August 22, 2007.

Space is cramped, Voter checklist workers using archival storage vault – not good for documents. New State required printers will take up more space (due between May and Sept. 2008, concern regarding space for these added to current printers.

IT needs are kept separate from other department and TC uses outside vendor for service.

Discussion of purchase of available building (Oceans Bank w/ drive through on Lincoln Street) offered for \$650,000 proposed as good solution by Town Clerk.

Continued discussion of interim building changes and office locations. Anticipated need for Human Resources Director and part time Natural Resource Planner.

Option 1 – move Planning Dept. files out of Wheelwright storage closet, remove wall. Add partition to divide expanded Wheelwright Room into two offices for Town Manager and Assistant. Use Town Hall meeting room to replace lost meeting space. Build secure Planning storage closet on landing at mezzanine or 2nd floor. TM current 1st floor space to become HR office. AA’s current location to become Town Office copy/print center (move copier out of reception area) and 2nd means of egress from lobby.

Option 2 – Move Welfare to current TM 1st floor space. Divide current Welfare office for use by Tm and AA. Leave Wheelwright as is. Build HR office when needed on landing outside Wheelwright room. Discussion of fill in over current stairs thought to be too disruptive and complex. Will be revisited during overall building recommendations.

Next meeting Agenda:

Discussion with Welfare Department and Tax Assessing
Deliverables to Board of Selectmen

Meeting adjourned at 10:00am

Respectively submitted,

Julie D. Gilman