

DRAFT Minutes  
Facilities Optimization Committee  
March 11, 2020  
Town Hall Commission Room, Weston, CT

In Attendance: First Selectman Chris Spaulding, Town Administrator Jonathan Luiz, Rick Bertasi, Richard Wolfe, Gayle Weinstein. Via Phone: Steve Ezzes, Ken Edgar, Denise Harvey, Rone Baldwin

A motion was made to approve the minutes of the 2/26/20 meeting by Ken Edgar. Seconded by Denise Harvey. Motion carried unanimously.

**Review of Town Staffing and Facilities:**

Town Hall

- holds approximately ½ of all town staff, 14 employees (excluding PD and dispatch)
  - offices include: Administration(3) Finance(3), Assessor(2), Town Clerk(2), Tax Collector(2), Registrars-need 3 work stations, 1 PT Floater, Dispatch Supervisor-1, Building Maintenance-1
- besides office space, also includes 2 conference rooms and 4 bathrooms (2 upstairs and 2 downstairs), and a records room that will be converted to high density shelving.
- space is tight
- due to the expansion of the police department, the town will lose some space in the lower level, necessitating changes to office space upstairs. Once completed, the amount of space for the current employee load will be acceptable, albeit with some downsizing of office space for administration.

Town Hall Annex

- 1/2 of the space is allocated to school admin, ½ of the space is allocated to town staff, shared conference room, PD Regional forensics lab
- town offices include Land Use (2), Building (2), Conservation (1), Zoning Enforcement (1), Fire Marshal (1), Town Engineer (1), Youth Services (2), Social Services (2) (note: Engineer position may be outsourced)
- the building was inspected, and it was determined that the roof and mechanicals have approximately 5 years left. Interior of building is very run down.
- Space needs analysis was completed in 2013 by Silver Petrucelli Architects. (Total comes to approx. 6,000 sq. ft)

Jarvis

- 3 story antique house on 2 acres with barn
- hold Parks and Recreation Department- Director, Ass't Dir, Aquatics, Admin
- barn houses equipment

Police Department

- expanding the footprint into the lower level of Town Hall. Phase 1 includes renovation of cells, prisoner processing, evidence storage and evidence handling areas. Phase 2 (not funded) will include renovation of existing office space and restricting the lower level. Neither phase accommodates the Regional Forensics lab or an Emergency Operations Center.

**Important Synergies:**

- Land Use departments need to stay together, but residents who have land use issues also need to access records from the Town Clerk.
- Town Clerk, Tax Assessor, Tax Collector and Registrars need to stay together
- Youth Services should be housed with Parks and Rec. Potential opportunity to combine departments. Conversations should be held with Schools to see if there is any potential to combine with HS Athletic department.
- Social Services works closely with the Senior Center, but we must recognize that not all residents who need social services are seniors. Should consider housing the food pantry inside a building, due to theft of food.

**Bottom Line:**

The annex has a potential life span of +/- 5 years without major repairs, so finding a new home for those school and town employees is critical. Options include a 6,000 sq. ft (give or take) addition to Town Hall, housing employees in a school or Central Office, or building a stand alone facility.