

**TOWN OF RYE  
THE TOWN HALL SPACE NEEDS COMMITTEE  
WEDNESDAY, AUGUST 22, 2012  
RYE PUBLIC SAFETY BUILDING  
6:30 P.M.**

***Members Present: Chairman Ned Paul, Vice-Chair Curtis Boivin, Selectmen's Rep Priscilla Jenness, Peter White, Paula Merritt, Paul Goldman, Cynthia Gillespie and Michael Magnant.***

**Purpose: Create an economically sound proposal to resolve the space needs of the town as an integral part of preservation/renovation of our historic Town Hall building.**

**I. Call to order and Pledge of Allegiance**

Chairman Paul called the meeting to order at 6:39 p.m. and led the Pledge of Allegiance.

**II. Review and acceptance of Meeting Minutes from August 8, 2012**

Member Goldman noted the following corrections:

- Page 1, 5<sup>th</sup> paragraph reads: Is there more traffic in front of the Public Safety Building then there is going down over the hill in front of town hall? Should read: **Is there more traffic in front of the Public Safety Building than there is going down over the hill in front of town hall?**
- Page 4, 1<sup>st</sup> paragraph reads: Ned Paul suggested that the AG Architects 'square footage needs be listed next to those of this committee for comparison purposes. Should read: **Ned Paul suggested that the AG Architects' square footage needs be listed next to those of this committee for comparison purposes.**

**Motion by Peter White to accept the minutes of August 8, 2012 as amended. Seconded by Paula Merritt. All in favor.**

**III. Physical examination of the Public Safety Building**

Member White stated that at the last meeting he was charged with calling the Town Administrator and arranging a tour for himself, Tom McCormick and Victor Azzi. The tour was for the Public Safety Building, that was not seen last time. Upon reflection, he thought it may be beneficial for the entire Committee to take the tour and Chairman Paul had agreed. The purpose of tonight's meeting is to tour the entire Public Safety Building. He pointed out that he got the original architectural plans of the ground floor, 2<sup>nd</sup> floor and the basement. The third page is the blueprint of the fire truck bay. There was also a 5<sup>th</sup> page, which was a design for potential firefighter's living quarters above the truck bay. This was something that was considered in 2005. This was found in the files and he inserted it as a potential

concept. Referring to the 1st page, he stated the first issue to consider is the build-out over the truck bay. At the first meeting, the committee went through a discussion of considering if this could be considered for town hall office space. Obviously, when the entire building is looked at, that may not be necessarily appropriate because of the layout of the building and issues such as security, dormers, access and weight bearing. Maybe as the Committee walks through the building, it could keep an open mind to see if something could be moved, from the other side of the building, to over the bay if that were built-out. He commented that there is the concept of the firemen's living quarters, which would open up the second floor of the south side of the building for other purposes. He pointed out he is just advancing that as a concept with a notion that if the space over the fire bay is going to be built-out, what are the issues? He suggests the Committee take the tour of the building if they are so inclined.

Fire Chief William Sullivan stated that there should be a correction on the paperwork. This is not a Public Service Building. It is a Public Safety Building.

Member White noted the correction.

Fire Chief Sullivan commenced the tour with the committee of the Public Safety Building.

### **Highlights of the tour:**

#### **Basement – lower level:**

- Some storage of records is being kept in the lowest level/basement of the Public Safety Building because of lack of storage at Town Hall.
- The lower level/basement is constructed with thicker walls and doors than in normal construction.
- The storage of legal records has to be secured.

#### **Main floor:** (Police Chief Kevin Walsh joined the tour in progress.)

- The officers' room, offices and a secured evidence room are located on this level.
- State Guidelines require the interview room to be set up with site and sound monitoring.
- The "police side" of the building was strictly regulated by State and Federal Guidelines when being built, over and above the Public Safety Building Standards.
- The processing/booking room is also on this level. The cells are for housing a prisoner temporarily. No one is held overnight at the station. Prisoners are transported to Brentwood.
- There are two (2) cells. One is sight and sound proof, which meets the Juvenile State Requirement.
- The walls of the processing room are made of Kevlar Board, which is used in body armor vests. This will hold up to the capacity of a firearm.
- The sally port is attached to the booking/processing room.
- The lobby area is bullet proof – glass and walls.
- There are ten (10) full-time employees, including the secretary. The maximum number of officers on a shift would be two (2); between 1 a.m. and 6 a.m. there is one (1) officer.
- Dispatch center is located on this floor. This is staffed during a major emergency.
- The Fire Prevention Officer has an office on the main floor. The officer works closely with the Town building inspector. In some towns the fire prevention officer shares an office with the building inspector.

**Second floor:**

- Miscellaneous storage is located on this floor.
- Separate locker rooms are needed for the police and fire staff.
- The fire department day room is located on this floor.
- The exercise room has equipment that has been donated by the police and fire associations. Both the fire and police staff use this room. The police officers must pass a physical test every three (3) years given by the State.
- The building was opened in 2005 as a Public Safety Building for the police and fire station. The security design was custom built around that need.
- The building is a 30 to 50 year building designed for public safety needs.
- The building has to be shut down during an Emergency Management Drill. The elevator is also located in a secured area. The only entrance for the public is through the front door with a secured lobby area.

The Committee reconvened in the meeting room at 7:39 p.m.

**IV. Work Session**

**1. Public Safety Building Discussion**

- Can the Public Safety Building be used for additional town purposes?
- What works and what does not work?
- List of pros and cons to the space
- Committee Recommendation

**2. Space Needs Analysis By Department – See Handout**

**3. Review of Town Hall Survey – Providing information from similar towns to Rye.**

**4. Great Hall Discussion: Do we save it or convert it to office space?**

Chairman Paul commented it seems the police and fires are not comfortable sharing their space with town offices. They can be forced to do something. The pros are that we can have additional people; yet, that would stress the building and safety of the Town. The con is that it might be costly. He opened up to the Committee for discussion on other Town uses for the Safety Building.

Member Goldman stated the space above the fire trucks, in a less expensive way, might be used for storage of things, whether its material that Town Hall functions need to access or storage the police and fire use. However, he is sensitive to what the Chiefs had to say.

Vice-Chair Boivin stated the issue of storage brings the issue of costs associated with it. The existing sprinkler system will need to be reconfigured. The alternate storage location of the old police station may be a possibility. There is that potential.

Chairman Paul stated storage space is an issue over at Town Hall. He noticed that they have made some room for storage. The biggest room, for the Town Clerk, of 400 square feet. He would like to “vent” out the building. He would like to make a decision and move on.

Member White stated they first saw the space over the bay and there was a consideration of it being Town office space. He does not think this is appropriate, given an elevator, parking, and all these additional build-outs for office space would be needed. He does think there is a scenario where they could move

what they just saw on the second floor, over the fire trucks, and open up what could be public town space on the second floor. He thinks this should really be considered and either accepted or rejected.

Vice-Chair Boivin stated the problem he sees with that is the amount of square footage. There is 7,000 square feet over there. It will be moving the employees from the Town Hall, that are using 7,000 square feet to 5,000 square feet, which is existing on the second floor.

Member White pointed out that he is not necessarily saying that 100% of the Town Hall would be on the second floor. It may be just certain departments. Potentially, there is a break where planning and building could be merged over here. Possibly assessment and town clerk could still be over there. He knows that everyone wants to be under one roof. There are businesses where being under one roof is not as critical to employees today as it was yesterday.

Selectmen's Rep Jenness commented that it was mentioned about the building inspector being at the Public Safety Building. That would make it easy for the Fire Department; however, it doesn't make it easy for a lot of people who require Planning Board and Zoning Board of Adjustment to all be there at the same time. She thinks that in reading the matrix the integration of all the departments can be seen. Also, the Town would have to hire more people to cover the ground. She cannot see how they would get away with the same number of employees if the Town Hall is divided.

Member Goldman stated that AG Architects' report had to do with determining square footage and also trying to understand the interconnectivity and interoperability of various kinds of department functions and why they would or would not be efficient depending on how they are split up. He thinks from an overall, "how does this system work?" standpoint, the Committee needs to be sensitive to that. He knows that work was done in that area and they probably have some pretty valid interrelationships that they have established.

Member White commented it is going to fall back on costs sooner or later. Intuitively, if you have a foundation, ceiling, infrastructure and outside landscaping, it has to be cheaper than starting with a "ribbon cutting ceremony".

Chairman Paul noted that the member who was going to have all the square footage numbers is absent. He was hoping to get the basis as to what everything would cost to move, renovate and compare usage. Regarding storage, there is room here for storage. There is also room at the old police department. That could be used for storage, as well. That is a whole other "can of worms".

Selectmen's Rep Jenness stated that would require a heating/cooling level for preservation.

Vice-Chair Boivin agreed. This is to control the humidity.

Referring to the old police station, Member Goldman stated that site has septic. If it were just reconstructed as a storage site it wouldn't need a lot of facility. It does not have to meet a lot of local and State regulations if it is a storage vault.

Member White stated they would want to consider how future technology would come into play with future storage.

Member Goldman commented he has heard that there are paper documents that have to do with the history of the Town and other kinds of legal paperwork that need to be kept.

Member Merritt stated that the old police station is “chuck full” of stuff that belongs to the Town. The mold situation is terrible. The Mosquito Commission keeps the green head traps in there and there is other equipment. Even if it is fixed for storage, she is not sure how much more can go in unless the footprint is enlarged.

Member White stated that may be what has to be done is to decide how much space is needed. Then look at the alternatives that could be used for the space needed. By saying, “Does this building fit?; we don’t know what has to be fit in yet.

Chairman Paul agreed. He stated there are two options; room over the bay that could be retrofit for the Town or the Fire Department. He pointed out they should go through the Rye Town Hall Space Needs Analysis, from the AG Architects Report, and identify the areas of concern. The AG Architects’ Report came in at 15,090 square feet and there was concern over the 30% circulation in wall space of 3500 square feet. Everyone thinks that is too big a number. The one person that could speak to that is Curtis Boivin.

Vice-Chair Boivin stated he has not looked at that number too much. The 30% circulation would have to be compared to similar buildings.

Chairman Paul asked when an architect looks at an office of 225 square feet does this include the wall?

Vice-Chair Boivin explained that is not including the wall. The gross square footage would be including all of the walls.

Referring to the proposed square footage for the meeting chambers of 500 square feet, Chairman Paul stated that seems to be reasonable. He has heard that the Selectmen like the fact that this is a smaller size room. He asked Selectmen’s Rep Jenness if she would agree with that.

Selectmen’s Rep Jenness stated it suits most of the meetings. It is the poles in the middle and the awkward way the tables do not fit that is the issue. However, the size is not bad.

Member White suggested looking at the number of conference rooms proposed.

Vice-Chair Boivin pointed out the analysis has a meeting room, conference rooms, the great hall and meeting chambers. What is starting to be done is a repeat of function.

Selectmen’s Rep Jenness stated they may also want to look at the use of the courtroom that was submitted. It shows the number of meetings. The meetings are held on four of the days per week.

Chairman Paul pointed out that he can confirm how tight it was when trying to schedule this meeting.

Vice-Chair Bovin stated it is his opinion, when looking at a meeting chambers and a great hall, it is a repetition of space. He does not understand why there would be a great hall that is only being used for voting and an occasional meeting location. That might be once a year for the Deliberative Session.

Selectmen’s Rep Jenness stated that Beth Yeaton, Town Clerk, was indicating that she would like to see the election brought back to Town Hall in the great hall. She does not know if the Deliberative Session could be held there or not. It all depends on the number.

Member Merritt pointed out the great hall is not accessible.

Vice-Chair Boivin confirmed. The building has to be made accessible.

Selectmen's Rep Jenness commented the question is, "what would be the point for opening that space?" Are we reconfiguring the offices there to utilize the space as office space?

Member White stated there is a meeting chamber, great hall and then there are two conference rooms. He counts up to four proposed meeting spaces.

Vice-Chair Boivin pointed out that the building department has a conference room and the Town Clerk has a meeting room. It seems that space is being repeated. Why could there not be one conference room that the Building Inspector and Town Clerk can use?

Selectmen's Rep Jenness stated the Town Clerk requires something where she can take a single or a couple in for privacy adjunct to the clerk's office. There are residents who ask for help with their taxes and volunteers come in to help. This may take hours and there has to be a couple of small spaces with privacy.

Chairman Paul pointed out that the building department would like 200 square feet for their conference room. He asked if this could be made 120, to match the same size the Town Clerk needs, as a place holder?

Vice-Chair Boivin stated he still feels it should be one 200 square foot room. If the Building Inspector needs to use another room he still has the great hall.

Member White asked if the great hall could have partitions, of some sort, that would allow for some privacy when needed.

Vice-Chair Boivin confirmed.

Chairman Paul stated he has a problem with the court room and the great hall. He thinks that is duplication. If the great hall is going to be used, forget the court room.

Vice-Chair Bovin clarified great hall and meeting chamber should be the same.

Chairman Paul confirmed.

Vice-Chair Boivin agreed. Especially, if half could be closed off with partitions.

Town Administrator Michael Magnant pointed out it is not the partitions that is the issue it is the tin ceiling.

Member Merritt commented this is what the architect found. There was a big discussion about the possibility of partitions with the previous committee. The configuration of the stage and the hall it is not a simple matter.

Vice-Chair Boivin stated it would require a structural addition that would go across. There are acoustical panels, that could be made similar to the end of the building, that would match the profile of the rounded ceiling. There could be a soffit that came down in the middle of the room and have an operable panel that went across.

Selectmen's Rep Jenness stated that two weeks out of the year, when the auditors are there, nothing else can go on in the court room. The materials are left there and no one can be in there when they are auditing the books. She does not think people realize how often during the year, people need to see both the Building Inspector and planning/zoning. They have huge maps and they need a place to be able to roll those out. They use the court room. They need something of that size that is apart from the great hall. She is just wondering if they need to decide on whether or not to save the hall as a great hall.

Chairman Paul stated tonight he is against the great hall. He was "for it". He is now playing "devil's advocate". This is not a position he is taking. It has to be justified to take up 2000 square feet. To use it for the Deliberative Session, or it looks good because it is old, does not cut it for him.

Member Goldman stated he is trying to stay at the "100,000 foot level" about all of this too. He knows what it is like in a work environment when there is not enough conference space and not enough space for what needs to be done. On the other hand, he is beginning to think the same way as Chairman Paul. At first, he felt, "yep, the great hall is a nice thing to have". But, if the general public and the Committee Members are really worried about costs and the size of the addition, there is more than 10% of the total space requirements tied up in the one function.

Vice-Chair Bovin commented it is only used occasionally.

Member White stated it could be used like it was in the early 90's. The Selectmen had their meeting space up there with some office space. There is a hybrid model.

Selectmen's Rep Jenness commented it was in the middle length wise. The Selectmen met on half of it. Inside the cover of the annual report, it lists all the different ways the great hall was used. Ned has commented that "business is business". Historically, town halls were not business solely. There was everything from weddings to social functions.

Vice-Chair Boivin stated he would have to look at current demand. If there is not a demand for people having a wedding at Town Hall he would wonder why it would be provided.

Selectmen's Rep Jenness stated you may be able to fill that space with recreation programs, until they get what they need down the road.

Chairman Paul stated recreation should have their own place where they belong. That is more in tune with the Master Plan. Maybe the weddings should go there and not at Town Hall because in this day and age it is business. That is the way he feels currently.

Member Goldman stated it clearly gets down to hard choices. The Committee is just brainstorming. He is not offering a personal final position. He is just "throwing out" some thoughts. The court room could be reconfigured to be more efficient. He pointed out that he is on the Board of Adjustment. On meeting nights they can hardly get people in that room and poles are in the way. If that room were configured more efficiently and there were two other small conference rooms, as in the plan, for the efficient and expedient satisfaction of needs, there is 1698 square feet of space that does not have to be used for that reason.

Selectmen's Rep Jenness pointed out if they took out the two bathrooms in the hall and expanded that out, there would be all the space that was needed for most meetings.

Vice-Chair Boivin clarified that she is talking about making the existing court room bigger.

Selectmen's Rep Jenness confirmed.

Vice-Chair Boivin pointed out there would still be the column issue.

Selectmen's Rep Jenness commented when they talk about reconfiguring they need to talk about upstairs, as well as downstairs.

Member Goldman stated to him reconfiguring means is it possible to investigate if the room can be rearranged or reconfigured to make it more efficient, in terms of its abilities to be used.

Selectmen's Rep Jenness suspects it would require some steel beams for support in order to get rid of the poles.

Vice-Chair Boivin pointed out it is not inexpensive, so, it may not be the best solution.

Member Goldman stated if it ends up saving an addition or big addition, at a higher level you may end up saving more money.

Vice-Chair Boivin stated if there are columns that already breaks up space into smaller spaces, it would makes sense to program it to have smaller spaces; have offices, conference rooms, as opposed to a great hall. Regarding the great hall, the other thing that could potentially happen is a floor could actually be built half way across. There could be two stories at 8 foot high. There would be the window issue and there could be a railing in that area, like a mezzanine.

Member Merritt asked if an addition was not put in, how would the ADA requirements be met. One of the ideas was with the addition, on the "back" of the building, they could then take advantage of the level.

Vice-Chair Boivin stated a modular elevator, factory built elevator, would have to go onto the building. It could be built inside the building or put onto the outside. The easiest way to do it is to put it onto the outside of the building whether that is in a small addition or at the recreation side of the building. If that area becomes a circulation area, the stage would have to be reconfigured in order to get a level platform going across.

Member Merritt asked what the expense would be of doing it that way.

Vice-Chair Boivin stated elevators are a minimum of \$100,000. It's building costs of building on the outside versus the inside and renovation costs. It's also, "Do we have historic preservation that's worthwhile to preserve the great hall?" Is there enough interest in the historic preservation of the interior of the building as a function esthetically?

Member Goldman stated that is a good question. It has to be answered by the citizens of the Town. It has to be presented as a choice or alternative with a cost associated with it.

Chairman Paul stated this came up at the last meeting. This Committee should present two options; one with the great hall and one without.

Member White pointed out that the survey was done and 177 responses were received. The majority did not care about the preservation of the great hall.

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Selectmen's Rep Jenness pointed out it is a really tiny number out of all the people in Town. She also pointed out that an elevator needs to be put in no matter what.

Vice-Chair Boivin agreed. The building needs to be made to ADA Standards and it has been deficient for the past twenty years.

Chairman Paul stated there will be an addition. It is up to the Committee to figure out the space needs.

Member White stated he does not totally agree that it has been concluded there will be an addition.

Chairman Paul pointed out that an elevator needs to be installed.

Member White commented it could be put in where the recreation department is located.

Chairman Paul explained he would consider that an addition.

Member White stated he would call this an interior adjustment.

Vice-Chair Boivin explained it might as well be called an addition because you are going to be digging a pit and rebuilding walls.

Member White asked if footprint would be changing.

Vice-Chair Boivin denied.

Member White commented this was his point.

Selectmen's Rep Jenness commented that what is in that place has to go somewhere else.

Member Merritt pointed out the recreation area is not a part of the original building. The assumption that this piece would stay there, with the elevator inside, didn't seem terribly important to her because it is not a part of the original building. Technically, you could take away that piece and put the elevator on the side.

Member Goldman asked if the AG Architect Report included using that space.

Vice-Chair Boivin stated they were demolishing it in their proposal.

Member Goldman pointed out the total footprint of the current building shrunk.

Referring to the square footage analysis, Vice-Chair Boivin asked if there were any concerns on the office square footages. For him, his other concern is under Recreation Department. Does recreation need 400 square feet of closet space for office supplies?

Member White pointed out the question is, "Does recreation belong in Town Hall?"

Chairman Paul stated it was discussed that the long term plan would be that recreation would move out and the Town would take over that area to extend the life of the new building that is being created. He thought that was a nice analysis. He agrees with, "Do they really need that 400 square feet?" They do need more space; but should it be at Town Hall?

Selectmen's Rep Jenness stated this is something they are "in and out of" a lot. They have an after school program and many other diverse programs. She cannot see all of the material things they are responsible for in one pile. It would be pretty big.

Chairman Paul asked if Town Hall is business, does storage of recreation equipment belong? Does the storage of balls and bats belong at Town Hall? Is that what is being stored?

Vice-Chair Boivin commented they are going from 20 feet right now to 400.

Selectmen's Rep Jenness stated Lee Arthur would have to answer this. She could give details very quickly.

Chairman Paul stated he pictures Town Hall as this post and beam, very nice facility, that was just invested in. It is going to be very nice. He does not think it should be used as a storage place for recreation facilities.

Vice-Chair Boivin pointed out they have the modular recreation building.

Chairman Paul commented they have a space issue. Is the Town Hall the place for them to be keeping that kind of stuff?

(Town Administrator Michael Magnant passed out copies of the Facility Needs Assessment, that was prepared by AG Architects, to the members. This is a questionnaire that was filled out by each department.)

Selectmen's Rep Jenness stated that recreation really wants to move. However, you would really need to take a look at their Master Plan to see what they need somewhere else. They are not going to get there in the next five years. If they are displaced from Town Hall they need to be placed somewhere that suits their needs for the time being.

Vice-Chair Boivin stated in looking through the office space, he did not see any other square footage that was absurdly high. He thought they were all fairly reasonable.

Chairman Paul opened to the public for discussion at 8:16 p.m.

**Alex Herlihy, Historic Society and Heritage Commission Member**, stated this is pretty challenging. What keeps coming out of a lot of the Selectmen's Meetings is "what will the voters support?" On the average it is 1100 to 1200 that vote. This issue and some others, brought out approximately 1400 voters. If this is going to be on the vote, there will be about 1400 voters next year. It is important to try to reach them, one way or the other. He continued that there is this existing building and he was imagining what it could look like. He realizes there is no money to estimate costs but it could be determined what an addition would cost per square footage. Just for an example, if the Public Safety Building was not going to be used, he thought a modest 2400 square foot addition, two story, off the back, would allow the ramp to come in from the other lot. He pointed out that he has talked to some of the Town employees. The Town Clerk has said that she wants the Building Inspector's space. She feels the Building Inspector and Planning Administrator should be where the court room is located now. If that space needed to be opened up, the bathrooms could be moved into the addition. This would also open up the stairway. He continued that he is fully supportive of the restoration of the great hall. He has lived in Rye all of his life. He has seen the multiple uses of that space. There are probably 300 or more homes in the Town that were built before World War II. Most of them in the 1700's and 1800's. Then there is the Library and this "gem" sitting over there from 1839.

Mr. Herlihy continued that he wrote a report on the Town Hall, which he has shared with the Heritage Commission. He thinks a good business plan can be made for bringing back that space. The uses from the past do not need to be listed because some of those might not be relevant any more. But there are all kinds of potential uses in the future and it has to be made for those in the future. He pointed out that he sees that space as the meeting room. He sees no problem with going into that large space and having a meeting with 10 people. The Selectmen did not have a problem with having their meetings there in that big space.

Member Goldman clarified that he is saying rather than keep the court room the way it is, it could become functional offices of some kind and the only meeting space would be that great hall. In a visionary sense, it could have everything you want from a historic standpoint and it could also be configurable to a small or large meeting space. It could be the meeting place center for the whole Town Hall function.

Mr. Herlihy confirmed.

Member Goldman commented then there would not be scattered conference rooms around. If anyone on the staff needed a small meeting space, it might be configurable enough so they could go up and have a small meeting space as part of that space, at the same time someone else may be using it.

Speaking to Vice-Chair Boivin, Member White asked if he could give them insight, at the next meeting, as to how the division of the space could occur with partitions.

Vice-Chair Boivin agreed.

Chairman Paul stated that it seems everyone agrees that one conference room makes sense. It makes sense to make it the great hall. That would make him happy from both a business sense and a preservation perspective.

Mr. Herlihy pointed out that the seating up there is flexible. There could also be live performances up there. It is a multipurpose building. He continued the reason he came up with the 2400 square feet is in looking at the existing building; Town Administrator, Selectmen's Office, the Assessor's Office and Finance Director's Office, that strikes him that this area would be about 2400 square feet.

Selectmen's Rep Jenness stated there are a couple of points of confusion. Will the stage will go back to being a stage?

Mr. Herlihy stated that is his implication.

Chairman Paul stated he is worried about people stealing lap tops. He is worried about kids getting in there and doing vandalism to Town Hall and the offices.

Mr. Herlihy clarified if the building is used for social functions the security would be a concern.

Chairman Paul confirmed.

Mr. Herlihy pointed out there would not be any offices up there. The downstairs would have to be locked up. There would need to be egress out the front door, where the Planning Administrator is now. The front area would be open. The offices would be locked up in the new addition. The ramp would be another entrance.

Chairman Paul stated it would be beautiful. However, he thinks it would put more stress on office space. He is not sure that the addition of 2400 square feet would be enough space.

Selectmen's Rep Jenness stated the other point of confusion is the definition of a conference room. For some people, it is a large space and others it is really just a little space or side in an office that would not have to be a room.

Town Administrator Magnant commented a conference room would still be needed downstairs.

Vice-Chair Boivin agreed. It would be short-sighted not to have one.

Mr. Herlihy commented it could be part of the first floor of the addition.

Selectmen's Rep Jenness stated it could be part of the planning/building area. It could be an integral part of that.

Chairman Paul commented it could be modern too.

Member Goldman clarified, as far as, media and technology.

**Martin Klenke** stated at the last meeting there was a discussion on how to use the great hall. It was stated that there were dozens and dozens of ways. He pointed out that they could only come up with one or two. Then there was a discussion about it being a social place as opposed to a Town Hall place. He thinks this is fundamentally one of the "big rifts" with the vote the last time. There was a certain amount of people for the great hall and there are a certain amount of people that just want to let it go. He thinks it needs to be dealt with somehow. The whole question of "for what would you use the great hall?" is a big question.

Member Goldman agreed. Whether it is one alternative, or multiple alternatives, everything has got to have a some kind of accost associated with it. People can decide based on that.

Mr. Klenke commented a cost and a use. People will pay the cost if they "buy off" on the use.

Mr. Herlihy stated that is why he suggested a business plan to justify bringing the Town Hall back.

**Peter Crawford** stated that some progress was made tonight on the square footage but not nearly as much as should have been. He has heard nothing about the square footage of other towns.

Chairman Paul pointed out they have the data but have not gone through it.

(Mr. Crawford requested and received a copy of the data for his review.)

Mr. Crawford continued that he agrees with what Mr. Herlihy has said. He thinks that when the numbers are examined the total need will be closer to 8400 square feet, which is the 6000 that is there now and an additional 2400.

Chairman Paul commented that he thinks 10,000 square feet would go over well too.

Mr. Crawford stated there is 30% for circulation. Nobody can really answer why that is needed. There is already space in the AG Plan for hallways. Also, the whole issue of storage and the impact of technology. If you look at the 2010 Annual Town Report, Warrant Article #14, which was the \$40,000 to hire AG and do the initial study, was passed. This was amended to include a clause to look at 21<sup>st</sup> century technology. AG basically ignored that. He thinks there is a lot of space to be saved here if records could be digitized. The originals may need to be saved but don't have to be in the Town Hall. They could be off somewhere in an inexpensive storage area. That would limit the amount of space needed at Town Hall, potentially dramatically. It would also be much more convenient for the employees because they have access on their computers for most of the data needed. He hopes that more progress can be made to get the square footage down to a reasonable number. It drives the cost. If you have \$200 or \$300 per square foot, in looking at a 2400 square foot addition, that is \$500,000 to \$720,000. He thinks that is very doable with the voters. Added on top of that is renovating the space that is there. Then something will have to be done with rec. Those three people who are "crammed" into a tiny space need to be taken care of if something is to be done to Town Hall.

Member Goldman stated he is thinking about this great hall. He is also thinking about the primary function of the Town Hall as doing business and doing it efficiently. He pointed out that he had the chance to read the vision of the Library. It was really well done. If the Library is more than just a storage place for books and is a social and cultural center, then by logical extension why wouldn't that be a possible site, with right additions in the future, for more events and auditorium "great hall type" of space, if one wanted to bound the Town Hall for more business types of use. He pointed out the vision talks a lot about cultural events and a bigger scope and range than just dealing with books and media.

Member White pointed out there is no land for the Library. It is not an expandable area.

Selectmen's Rep Jenness stated there may be restrictions on the original library building. The Library is under the Trustee's of the Library.

Chairman Paul pointed out the vault is 58 square feet and they wanted to expand it to 180 square feet. What is the plan for the vault?

Town Administrator Magnant commented this would have to be discussed with the Town Clerk. She has old historical records that need to be kept.

Chairman Paul asked how this would be expanded.

Vice-Chair Boivin commented he thought the vault was moved in there and not an original part of the building. The vault could be the door and the rest is just a fireproof enclosure.

Mr. Crawford commented it may be appropriate to bring in each of the department heads and have them justify their space needs. Only if that is done, the voters can see the process that has been gone through and decide if it is needed.

Member White pointed out there is commentary in the AG Report.

Mr. Crawford stated they took what people asked for and put it in a "wish list". They did not ask specifically why it was needed.

Referring to the Space Needs Town Hall Analysis, Chairman Paul stated it has the current square footage, proposed square footage and then the Committee's square footage. This is how they are trying to challenge the spaces, which would go back to the department heads for their approval to help minimize the space needs and maximize the utility of the space. The problem is the discussion did not even get by the great hall. He pointed out that several good things have come up.

Member Goldman stated the idea is a good one to discuss the square footage department by department. He would take it one step further because he thinks the average department head might not know what they need to totally support what they do. Someone with more expertise in that area needs to make sure that the entire infrastructure of the building is accounted for.

Member White commented that AG Architects attempted to layout the employment staffing needs in 2015 and 2030. The Committee is going to have to take a look at that also. That has to be part of the thinking. The Committee has to take into account the future.

Chairman Paul stated they do not want to create a building they will grow out of in two to three years. He looks at the Public Safety Building and there is so much luxury of space. The building is well made. He would love to see the quality of craftsmanship go back to the post and beam historical nature of Town Hall. That could be a building in the center of Town that people are proud of and we should not "pinch pennies". There is no debt in this Town. It is important to do a good job because the property values are all somehow related to Town Hall, a little bit. He thinks it needs to be a good job. He reiterated that he does not want to "pinch pennies" and argue over 120 square feet.

Selectmen's Rep Jenness stated that at the beginning of the next meeting she would like to have Cynthia Gillespie present her town hall presentation. It will make it clear the position that Rye is in by comparing the Town to other places.

Chairman Paul agreed. He would like the Committee to do a homework assignment on the "Top Ten Uses for the Great Hall". There are no parameters. It can be social or business. This will be a discussion for the next meeting.

(There was discussion on conference rooms needed in the Town Hall and uses of the great hall.)

In regards to the great hall, Vice-Chair Boivin stated the planning needs to have flexibility. There cannot be just one single program that it is used for. The Committee needs to plan for flexibility and that is how architecture plans for the future. It is unsure what will happen in the future so it has to be able to make it work.

Member Goldman stated the Committee has approximately five meetings left. He asked how should the Committee use the time that is left and how do we meet some kind of deliverable requirement? He likes to be able to see the end and how to get there.

Chairman Paul pointed out Article 27. They expect a pro and con analysis of all possible options, with regard to the existing spaces both private and public. The Committee has done the pros and cons analysis of public. He just has to formalize it in the notes.

Member White stated he thinks they are going to end up with two figures of square feet. One with the great hall and one without the great hall. Then the Committee is going to come up with alternatives to house that square feet, whether it be an addition or a reconfiguration of the Public Safety Building. There will be options, then a vote to eliminate or have a consensus.

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Member Goldman explained his question is to how does the Committee get to all of that and is it being properly paced out? Do we know what kind of accomplishments we have to have and the sense of time that we have?

Member White commented the square feet has to be a priority.

Vice-Chair Boivin agreed. He summarized;

- Review/determination of space needs assessment;
- Assessment of existing conditions;
- Historic Preservation and statements; and
- Possibilities of extensions and/or relocations.

The Committee agreed to review the Town Hall Space Needs Analysis for further discussion at the next meeting.

Other items that were tabled to next meeting:

**5. Review of square footage building and renovation costs.**

**6. Review of Article 27 – See Handout**

**7. Space Needs Proposal Outline**

- What do we have so far?
  - Town Space Needs of Publicly Owned Properties with Buildings
  - Pro and Con Analysis of each location
  - Physical Inspection of PSB with committee recommendation
  - Actual square footage costs to compare options
  - Survey of space needs from Town Hall buildings similar to Rye
  - Town of Rye Department Space Needs Summary with input from employees, AG Architectural Firm and Space Needs Committee
- What does the outline look like?
- Agreement on next steps and who is doing what

**6. Adjournment**

**Motion by Ned Paul to adjourn at 9:15 p.m. Seconded by Curtis Boivin. All in favor.**

- **Meeting Dates:**  
**September 12<sup>th</sup>**  
**September 26<sup>th</sup>**  
**October 10<sup>th</sup>**  
**October 31st**

Respectfully Submitted:  
Dyana F. Ledger