

**Stonington Facilities Committee
Regular Meeting Minutes
Tuesday, September 8, 2020
Virtual Meeting via Webex
7:00 pm
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The Stonington Facilities Committee held a regular meeting virtually via Webex on this date, Tuesday, September 8, 2020 at 7:00 p.m.

Members present were Paul Sartor, Chairman; Don Maranell, Jean Fiore, and Bill King. Also, present was Sandy Tissiere, Recording Secretary

Late Arrival: Chris Donahue, Vice Chair, 7:10 p.m.

Members absent were Sandy Grimes, Alisa Morrison and Deb Downie, Board of Selectwomen liaison.

1. Call to Order

Chairman Sartor called the meeting to order at 7:04 p.m.

2. Pledge of Allegiance

Don Maranell made a motion and Jean Fiore seconded to table the Pledge of Allegiance.

The vote was unanimous, and the motion carried.

3. Comments from the Public

There wasn't any public present.

4. Approval of Minutes

The regular meeting minutes from August 11, 2020 were presented for approval.

A motion was made by Don Maranell and seconded by Bill King to approve the August 11, 2020 minutes as presented.

The vote was unanimous, and the motion carried.

5. Correspondence

A letter from Danielle Chesebrough, First Selectman, was presented as correspondence to be discussed under item #8 (Attachment #1)

6. 49 N. Stonington Road, Old Mystic

There hasn't been any change in status for this item. Paul Sartor will be in contact with Chris Greenlaw, the new town of Stonington Engineer to keep updated on the progress of this item.

7. Mystic 4th VD Hall

There hasn't been any change in status for this item.

8. Town-Wide Facilities Review

After discussion of what the town was requesting, the committee concluded they were being tasked with a survey to determine the current document storage needs of the town hall departments and what could be stored offsite. The committee discussed this study would best be done by Patti Burmahl, Director of Administrative Services, as the town hall departments know what documents could be stored offsite legally. Once the survey is done, then the committee can work with her to recommend how the space at the Old Mystic site can best be utilized for this endeavor. Paul Sartor will send an email to Danielle Chesebrough, First Selectman, and Patti Burmahl, Director Administrative Services, to discuss the findings of the committee.

9. New Business

Jean Fiore said it should be noted, at the Stonington Town Hall, the whole gable above the front entrance, needs painted. Paul Sartor will reach out to someone at the Town Hall.

10. Comments from the Public

There wasn't any public present.

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11. Comments from the Committee

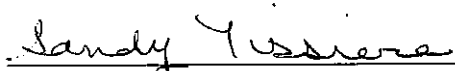
There weren't any comments from the committee.

12. Adjourn

A motion was made by Don Maranell and seconded by Chis Donohue to adjourn the meeting at 7:48 p.m.

The vote was unanimous, and the motion carried.

Respectfully submitted,



Sandy Tissiere, Recording Secretary

ATTACHMENT #1



TOWN OF STONINGTON
SELECTMAN'S OFFICE
DANIELLE CHESEBROUGH
FIRST SELECTMAN

152 Elm Street • Stonington, Connecticut 06378
(860) 535-5050 • Fax (860) 535-1046

August 27, 2020

RE: Town Hall Space Needs Review

Dear Paul,

First, apologies for my extended delay and thank you for your continued, dedicated service. Please know you are welcome to share this letter with you Committee and extend our gratitude for taking on this helpful, first step in better understanding the possible solutions around space needs in Town Hall.

As we discussed, before examining what could be most costly solutions to our space challenge, I appreciate your committee's new effort to first look at the filing and storage of paper.

I see this as a first step in the Town-wide space needs review the Board of Selectmen has asked this Facilities Committee to pursue. Please see below a suggested outline for next steps.

Potential Process

- Facilities Committee confirm this plan and next steps (*September*)
- Director of Administrative Services emails Town Hall departments to introduce liaisons from the Facilities Committee, explain the effort underway and share the survey in advance of meetings. (*September*)
- Facilities committee does interviews with departments (*September-October*)
- Facilities committee discusses findings and explores potential solutions (*November*)
- Facilities committee shared recommendation to BoS (*November or December*)

Draft Survey

Information to be sought would include the various Town departments' existing resources, their current and projected space needs, along with their own suggestions to alleviate space constraints. Beyond possibly asking members of the Facilities Committee to be assigned to a specific department, there could also be one liaison for looking at the additional meeting spaces/partially open rooms/general layout.

1. Please explain how your existing file storage system works.
2. Please explain your File Storage needs.
 - a. How long are you required to save files, and does the law stipulate the format of the files?

- b. If so, can you please provide a breakdown and estimation of how much space is required to meet these laws.
Note: For this question, we want to understand if all files need to be saved for x years and could be saved digitally vs a law that says they must be in hard copy format.
3. How many files (size estimate) would you estimate must be immediately accessible:
 - a. In your office area
 - b. In a different space, but in Town Hall
 - c. Could be stored offsite
4. Do you currently use an existing system to digitally store and access files? If so, please share the name of the system (i.e. Laserfiche) and how it works?
5. Can you share pros/cons of digitizing all files? What do you see as challenges to moving towards a fully digital system (i.e. is it the time to go back and scan and upload the files, is the time to do it in real time?
Note: here we are trying to determine if some offsite service may be required and if it would be one time to go back and scan all old files, or if it would be an ongoing need say monthly to keep the digital system up-to-date).
6. Please share your views on the ideal file storage system and any other pieces of insight you'd like to share that we may have missed?
7. Please share your views on how you feel your current office space works for you and your department? Mainly, do you have enough space to do your job well, or are there challenges?
8. Finally, looking at Town Hall more broadly are there any suggestions you have or other space related challenges you want to identify (i.e. meeting space for your department, for external meetings, for larger town hall internal meetings, etc.)?