



Executive Secretary
Leon A. Gaumond Jr., M.P.A.

Telephone: 413-525-5427
Fax : 413-525-1025
Email: lgaumond@eastlongmeadow.org

Internal Memo

To: Town Hall Building Committee
CC: Board of Selectmen
From: Leon A. Gaumond Jr., Executive Secretary
Re: July's meeting
Date: August 4, 2003

Unfortunately due to a lack of quorum, the last meeting of the Town Hall Building Committee could not occur.

I know many folks were away on vacation so I will not reschedule the meeting until **August 26th, 2003, at 10:00 a.m. at Town Hall. Please call me to RSVP.**

In the meantime, I think you would appreciate copies of some the suggestions that were offered by Department Managers and members of the Committee for your review. I would like to thank all the input we have received and for your consideration.

Please feel free to contact me at the Selectmen's office if you have any further questions.

File 4



Executive Secretary
Leon A. Gaumond Jr., M.P.A.

Telephone: 413-525-5427
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Email: lgaumond@eastlongmeadow.org

Internal Memo

TO: Board of Selectmen
FROM: Leon Gaumond, Executive Secretary
RE: Town Hall Building
Date: July 16, 2003

Thank you for giving me the opportunity to respond regarding improvements that I see are necessary for the Town Hall. I've had the opportunity to receive many comments from Board members of the Town Hall Building Committee as well as Department Heads about the problems with this building and although I don't claim to know all the answers I do plan to give you some comments that may help the Selectmen to find some answers to our problems.

It is very clear that there are serious space constraints in our current Town Hall. I am also intimately aware that the current Town Hall has a very strong historical significance to the community and I would hate for any scenario to be developed that would impact that historical significance. However, I do believe that we need to do something to deal with the serious space constraint issues in the current Town Hall. In addition to that issue are matters that I consider to be general maintenance issues and the appearance and cleanliness of the building.

The first issue that I will address is my opinion to the space constraints in the building. As you know the Town Hall building is packed to the ceiling with people, offices and files. It is very clear that we could use a few more offices (rooms) that simply don't exist within the current building. There has been comments made from many people including Norm Richards and Bobby Adams, members of the Town Hall Building Committee, that when the new Library goes up the Town's business should be conducted in those new meeting rooms. Simply stated, when the new library is finished, the Planning Board, Selectmen and Conservation Commission meetings should be held in the new meeting spaces created by the new library. I do recommend that if that is the course of action that is pursued that the Library Trustees need to be at the table with the Selectmen to discuss this issue. I do not believe that neither the Library Trustees nor the Library Department is anticipating that these rooms are going to be utilized in this manner on a regular basis, and this question should be resolved sooner rather than later. I

believe it is imperative that it is clarified before any further discussions about doing something with our meeting room are perused.

However, if it was agreeable to the library and to the Town Selectmen to utilize those hearing rooms for all public meetings, it would open up a great deal of space at Town Hall, space that is very valuable to Town operations. The deficiencies in the building that I see are as follows: The Clerk's Office seems to have adequate space for personnel; however, I believe that the Clerk's Office could use extra space for storage. The same can be said for the Assessors Office - the Assessors Office certainly has enough space for its personnel; however, it may be in need for extra space for storage. The Town Building Inspector works out of an office that I consider to be unsuitable for his needs and far away from any support staff. I deem the Accountant's Office to be unsuitable for their needs as well. The MIS office is certainly unsuitable for their needs as the amount of space that they have is vastly undersized for the equipment and personnel needing to go into that room. The Selectmen's Office is suitable for personnel. However, as you know we are rapidly outgrowing our space, particularly our storage space. The Planning/ Conservation office has a very small office probably suitable for personnel, however, they too are constrained by space for storage. As far as the Department of Public Works, I cannot comment as to how their operations are going as far as space. Having said all that, I believe that if a solution can be drafted with the Library to have that space in the hearing room opened up for office space, that new office space could certainly solve some of our immediate space concerns at a minimal cost to the Town.

There are a lot of creative solutions that we could implement if that space in the existing hearing room was opened up for office space. We could have the Selectmen's Office move into the hearing room space, have the Town Accountant's Office and Tom DiMarzio move into the current Selectmen's Office. We could have the MIS Department move into the Town Accountant's Office, giving all those Departments the extra space they need. Turn Tom DiMarzio's Office into the break area/kitchen area for employees to eat or have the refrigerator etc., leaving that existing break room as either storage space or as what it's meant for, a utility closet (as per the suggestion of our Fire Chief). Of course that scenario does not adequately address the concerns that might exist on the second floor of the Town Hall, specifically the Planning Board and/or the Department of Public Works.

Another intriguing solution could come from an offer from James Falcone with the center Village Project. As you know Mr. Falcone has approached me about adding a second floor to a proposed bank building that will exist probably 50-100 yards from the existing Town Hall in that vacant lot where the old Pride gas station used to be. I believe if that offer was to come to fruition, a second floor on a bank that close to Town Hall could certainly house our DPW freeing up that office space on the second floor allowing other creative uses that may or may not even include the taking of our hearing room. At this time I'm not convinced that this is the best course of action. However, it's certainly a course of action that I would like the Selectmen to explore with Mr. Falcone in a timely manner. That could be a solution that is much less costly than looking at taking property by eminent domain and building an annex to Town Hall. It would certainly be cost

effective and for the general operations of Town Hall would not, in my opinion, have an adverse effect on the Town's operations.

As to the appearance issue of Town Hall, I would like to propose the following: Many of the issues surrounding Town Hall can be solved by putting money aside every year in a revolving account or a special account for Town Hall cleanliness or Town Hall Beautification. We do an excellent job on the exterior of the building, making it visually attractive to the residents of the Town. However, in my estimation we do not provide enough resources to adequately keep the inside of the building looking as nice as it could look. I certainly believe first and foremost that we should move forward with the plan that we shelled in the last budget debate on the carpeting of certain offices in Town Hall. It will have a dramatic effect on the appearance of some of these offices in addition to curb some of the heating costs in the wintertime. I have visited other Town Hall's recently and found that even with very little money some of these communities have been able to do very interesting and creative things with their Town Hall's to make them more visually appealing. On a recent trip to Southbridge I began thinking about signs that direct people to different offices, and how creative communities can be with these signs for very little money. I saw how a little thing like the sign directing people to go to the Town Clerk's Office or the Town Selectmen's Office could be done in such a way that costs very little money yet give a dramatic impact to the residents. I'm hoping that over the next couple of years, even though the Town is facing tough fiscal times, we would be able to put some money aside each year to go above and beyond to make our building more visually appealing to both employees and to the townspeople.

I would encourage the Selectmen to review the attached suggestions from the Town Hall Study Committee feel free to offer your own comments or suggestions. I shall await further guidance from the Board of Selectmen. For your information, the next meeting of the Town Hall Study Committee will be **July 31st at 10:00 a.m.**

Suggestion from
SELECTMEN'S OFFICE
EAST LONGMEADOW, MA
Thomas Witowski -
JUL 10 2003

RECEIVED

July 9, 2003

Leon -

Mr. Falcone will most likely construct some small stores adjacent to the Library and Town Hall. Someone suggested at the last Town Meeting that he be charged \$75,000 per year for giving him 2 new entries to his property. In lieu of money perhaps one of these new buildings could be an annex to the Town Hall. Perhaps we could rent this space for \$1.00 per year for the next 20(?) years. Maybe by then the Town will be in better financial shape and will be able to afford a new Town Hall.

Sincerely,
Tom Witowski
Town Hall Building
Committee

File



Executive Secretary
Leon A. Gaumond Jr., M.P.A.

Telephone: 413-525-5427
Fax : 413-525-1025
Email: lgaumond@eastlongmeadow.org

TO: Town Hall Study Committee
Cc: Town Hall Department Heads, Board of Selectmen
FROM: Leon Gaumond, Executive Secretary
DATE: July 14, 2003
RE: Town Hall building improvements

Attached, please find a copy of the responses that I have received thus far on the possible improvements to Town Hall. I would like to thank those who have responded up to this point. If anyone else would like to respond, I will continue to receive your submissions and any submissions I receive from Department Heads as well.

The last meeting of the Town Hall Building Committee was very well attended so I have scheduled **the next meeting of the Committee for July 31st at 10:00 a.m.** and I will be inviting the Selectmen's representative, John M. Claffey, to attend as well.

Please continue to forward your ideas and suggestions to me so I can compile them prior to that meeting.

File



BOARD OF ASSESSORS

JUL 11 2003

TELEPHONE 525-5425

Kenneth D. Goddard
J. William Johnston
Walter G. Weisse

RECEIVED

*Assistant Assessor
Peggy J. Wolcott*

July 11, 2003

TO: Leon Gaumond, Executive Secretary

FROM: Peggy J. Wolcott
Assessors

RE: Town Hall Building Improvements

As from our previous discussion, the copper on the library wall is going to present a real glare in our Offices. I suggest we tint the windows, or install tinted blinds and remove the drapes that have never been cleaned since their installation in the early 1980s which are dusty and probably filled with dust mites. If financing is a problem, maybe the Library can cover the cost. As for the cleanliness of the Town Hall, I suggest that each Office be monitored on a weekly basis that it is swept, vacuumed and dusted rather than just waste baskets emptied. Perhaps additional hours to the present custodian position or an outside cleaning firm should be hired.

The ceiling panels are water stained and dirty from the installation of the new heating system installed several years ago. They should definitely be replaced or cleaned and painted.

The tiles on the floors are so worn that a white dust is attaching to our shoes and clothing. They are impossible to keep clean.

The entry doors to the restrooms are in bad condition and dirty. There are holes and marks where old locks have been removed or broken. These doors should be cleaned and repair or new doors installed. The bathrooms should be cleaned daily and walls and ceiling on a schedule.

The Town Hall is long overdue for a reconditioning and a cleaner place for all of us to work.

As for the space issue, we have run out of space. I have concerns our files leaving the building as we lose control and the files become loss. New staff will not be able to locate if off site.

INTEROFFICE MEMORANDUM

SELECTMEN'S OFFICE
EAST LONGMEADOW, MA

To: Leon Gaumond, Executive Secretary
From: Robyn Macdonald, Administrator
Subject: **TOWN HALL BUILDING IMPROVEMENTS**
Cc:

JUL 11 2003

RECEIVED

Leon:

In response to your memo of June 23, 2003, regarding the above-referenced matter, I provide the following:

- Maintenance issues are extreme – presently, the only maintenance that I can see is that the trash is emptied on a daily basis. The restrooms are unsanitary and filthy most of the time with cob webs, bugs, bird feathers and dirty floors. I suggest hiring an outplacement group to completely go through the offices and clean everything – windows included. Years ago the windows used to be cleaned approximately twice a year, however, it has been years since I have seen anyone cleaning them. The floors are in terrible condition and daily our shoes are covered with dirt from the carpets and tiles. No one dusts the window sills or the desks in the office as you can clearly see by looking at our sills and keyboards. Beyond being dirty, it is unhealthy to work under such conditions.

If the building is cleaned thoroughly, it would not be difficult for a group to “maintain” the level of cleanliness by dusting, vacuuming and cleaning bathrooms twice a week.

I suggest hiring outside because the luck we have had with in-house people leaves a lot to be desired.

Also, it would be a good idea to have an actual maintenance person to deal with structural problems hired on an as-needed basis. Walter LaBroad has the experience and would be interested in something like that – by hiring on an as-needed basis, the cost would be minimal as pay would be based on an hourly rate for time spent, with no benefits having to be paid.

- The décor really needs to be dealt with also. This is a beautiful old building and the wooden stair rails have been painted over and over with a horrible color paint, hiding the more than likely beautiful wood. If you travel to other older towns and their buildings, you will see how beautiful old can be.
- The carpets are old, traveled and filthy. Is there hard wood under these carpets? I would like to see the carpets ripped up if there are wood floors and the floors refinished. The “indoor-outdoor” carpet is no easier on your feet than a wood floor would be.
- The walls need cleaning & re-painting, with a nice color paint. The green paint and the carpet on the walls is very tacky and makes the town’s office buildings a disgrace.
- I think that the main corridor should have pictures of our town as it was, the changes that have occurred, or even special events that have taken place, i.e. awards that have been granted, or special recognitions etc. We have some beautiful old maps and pictures that would look beautiful if they were enlarged and hung on the walls – something to give our town hall character.
- As far as revenue-generating ideas – that is difficult. However, has anyone thought about asking for residents to donate their expertise, i.e. contractors, architects, designers and/or products for the “good of the town” – like they do for building houses in various areas of other towns.

Hope this helps – please let me know when the next meeting is scheduled.

Thanks, robyn

Leon Gaumont

From: Richards47@aol.com
Sent: Tuesday, July 01, 2003 1:48 PM
To: LGaumont@eastlongmeadow.org
Subject: Town Hall Study Committee

Re: Your letter dated 6/23/03

Town Hall space:

Renovate entire meeting/hearing room into office space. Use new library space for all meetings/hearings. Of course, this would take much coordination and cooperation with the library...(turf issues). I think it may even be feasible to get a couple thousand square feet more by building into the front court yard area.

Revenue or savings:

Trash Collection fees. Many towns in the Commonwealth only offer trash collection by separate user fees. We would have to offer a trash transfer station in town for those who do not sign up.

Norm Richards

Leon

Leon Gaumond

From: Bob Wallace
Sent: Wednesday, July 09, 2003 9:40 AM
To: Leon Gaumond
Subject: Town Hall Renovations

Leon:
I really don't utilize the building that much to really have any constructive input as building use. I know each Department definitely needs more space. I will **recommend** the following:

1. Although not required, I strongly recommended, **retro fitting** the entire building with **sprinklers**. With all the computer terminals and paper load, in the event of a fire, it would be held in check by the sprinklers until the Fire Department arrived with minimal fire damage.
2. Upgrade the **entire building** in all common halls and each office with "**Smoke Detectors**" on an addressable system. Install strobes and horns per building code. Install "**Heat**" detectors in any attic space. Install a new enunciator panel identifying each detector head.
3. Install "**Pull Hooks**" per building code location.
4. **Upgrade** any emergency lighting.
5. **Master Key** all doors for rapid entry in the event of an emergency.
6. Install **evacuation maps** at each door "You Are Here" for a safe and rapid exit from the building during an emergency.
7. Replace all exterior doors and upgrade with new "**Panic escape bars**."
8. There should be an isolated **fire extinguishing system** in John Somsen's room (Not Sprinklers) for extinguishment of the computer components in the event of a short or fire.
9. Install a **lounge or kitchenette** for the employees and get them out of that very, very hazardous electrical room they are now using. That is not the place for a "Kitchen."
10. For the public's benefit, there should be **better signage** as you enter where each Department is located and at each door to the specific offices.

These are the ideas that come to mind right now.

Bob

Richard J. Raimondi
117 MILLBROOK DRIVE
EAST LONGMEADOW, MA 01028
413-525-678 413-525-8382 FAX

FAX TRANSMITTAL

DATE: July 11, 2003

TO: Leon Gaumont

OF: Town of East Longmeadow Executive Secretary

FROM: Dick Raimondi

RE: Town Hall Study Committee

THERE IS (1) ONE PAGE INCLUDING THIS COVER SHEET INCLUDED IN THIS FAX. PLEASE ADVISE IF FAX IS NOT COMPLETE.

As requested attached are my comments regarding the Town Hall Study Committee:

- Since it has been quite some time since we last met I would suggest a general meeting just to review past information and findings i.e. Review Space requirements for each department previously established, has that changed in the past two years, and a brief review of existing space and how it is currently being utilized, and any immediate maintenance issues that need to be addressed
- After this has been accomplished we can better analysis space décor and maintenance issues.
- I would suggest the possibility of some type of connector to the new library 2nd floor which would allow use of that elevator to provide handicap accessibility to the existing Town Hall 2nd Floor.
- After we study the information previously gathered we should establish a budget for the purpose of hiring a design professional to prepare some preliminary sketches with several options.
- With this information we will be better prepared to establish a budget for the work and then address how the revenue can be raised.

July 17

Leon Gaumond

From: Rosalind Clark
Sent: Thursday, July 17, 2003 3:13 PM
To: Leon Gaumond
Subject: Town hall building Improvements

SELECTMEN'S OFFICE
EAST LONGMEADOW, MA

JUL 17 2003

RECEIVED

July 17, 2003

Town Hall building Improvements:

Special Projects Manager for Town Hall & Pleasantview Structures:

I would like to echo Robyn's statement about having a special projects contract manager, such as Walt LaBroad. This person could be called for Pleasantview as well as the Town Hall. For example, we have over \$8000 grant money for a commercial dishwasher, but we have been without a dishwasher since May 1, because of problems coordinating plumbing and electrical work.

Spring cleaning:

I would also like to see something like a "Spring Cleaning" done where both buildings can be cleaned top to bottom, maybe a contract company for that.

walk way for second Floor

I really like Dick Raimondi's idea of a walk across to the Library. so that the second floor of the town Hall can be accessed by handicapped persons.

signage

Clear Signage would be beneficial for all persons, especially elders.

thank you for this opportunity to respond.

Rosalind Clark

ACRES POWER EQUIPMENT COMPANY

104 Shaker Road

P.O. Box 56

East Longmeadow, MA 01028

Tel. 413-525-3752 Fax 413-525-9130

Email: whiz@map.com

A NOTE FROM CONNIE...

7/30/03

Dear Leon -

An out of town commitment will prevent me from attending tomorrow's Town Hall Study meeting.

Some thoughts -

I agree with Tom Richards idea to move the meeting/hearing room into the library and renovate the existing room into office space.

A catwalk/connector to the new library elevator for more efficient usage of the second floor.

Off site storage of files not currently needed.

Rewire town hall and free up the room now housing the electrical unit - possibly move it to basement.

C. Wieglicki