

# October 29, 2013

## **Special Meeting**

### **Present:**

First Selectman Mark E. Lyon, Selectmen Richard O. Carey and Anthony J. Bedini.  
Buildings and Property Commissioner Nicholas N. Solley.  
Bryan Memorial Hall Trustees Barbara Johnson, Brad Dutcher and Kathy Linley.  
CHK Representatives David Cyr and James Harris.

### **Call to Order:**

First Selectman Mark Lyon called the meeting to order at 10:32 a.m.

### **Review with CHK Architects the proposal for the stage area/conference room in the Main Hall of Bryan Memorial Town Hall:**

All those in attendance reviewed the preliminary drawings of the new conference room area (formerly the stage area) and the various seating options. The size of the room, the “envelope”, is the same in all three options – the seating arrangements, head table and presentation area (LCD screens, etc.) differ. CHK explained that the actual seating arrangement can be flexible, however it is very important to be mindful of placement of electrical outlets, floor outlets, etc. There was discussion about a storage closet that would partially block one of the windows on the rear of the building. CHK will work on the possibility of making this one storage area smaller and perhaps use an area at the far end of the room for additional storage if it were needed for chairs/tables. Above the conference room there will be a storage area and also an area for mechanicals. From the Main Hall, the stage area will have the appearance of the previous stage – with curtains. There will be doors leading into the conference room from the Main Hall, however, the conference room “main entrance” will be from the side door of the Town Hall (near the handicapped ramp). There was also discussion of storage of the AV equipment, placement of LCD screens, speakers in the Main Hall, heat and electrical capacity, etc. Future discussion will involve furniture choices. Following this meeting, CHK will provide more detailed plans and specifications to be reviewed prior to extending Invitations to Bid to complete the construction/reconstruction.

### **Adjournment:**

Motion:

To adjourn the meeting at 11:05 a.m. as there was no further business for discussion.  
By Tony Bedini, seconded by Dick Carey and unanimously approved.

Respectfully submitted,  
Mary Anne Greene  
Selectmen's Secretary