

**Town of University Park  
Public Facilities and Services Committee  
Thursday, July 16, 2020  
7:30 p.m. via Zoom  
Meeting Minutes**

**Committee Members Present:** Caskey, Stephen, Wells, Morrisey, Mayor Carey, and Administrator Deutsch.

The meeting was called to order at 7:30 p.m. virtually via Zoom.

The topic was an examination of the requirements for a Town Hall addition/replacement as set forth in the Needs Assessment Study (Arnold & Arnold 8/5/2019) and the Expansion and Space Usage Study (Ahmann 2/23/2009)

The largest component in each study was a Council chamber with community meeting space. The 2019 study recommended a total of 3050 square feet, with 1650 sq. ft. for a Council Chamber. The 2009 study recommended a total of 2350 sq. ft., with 1875 sq. ft for one large meeting room.

Considerable discussion about the current reality of remote meetings led to a consensus that such a large meeting space was not necessary now or in the foreseeable future as long as provisions were made for remote access and or broadcasting of future meetings. Proposals for specific reductions in size were rejected, instead the requirement agreed upon was meeting space for up to 20 constituents and 15 Town personnel or 35 persons total.

The Committee then discussed the next priority, workspace for the Public Works Staff. It was agreed that a requirements request be submitted to the Public Works Director to quantify space needed for a staff room, locker room and showers.

The Committee discussed office space needs for General Government and agreed that reconfiguration of the existing chamber/conference room could accommodate future needs.

Adm. Deutsch clarified our ADA requirements, emphasizing the need for public spaces to be compliant, but not necessarily office spaces, if accommodation for public needs could be otherwise met.

The Committee emphasized the need to use cable franchise revenue to ensure remote access and broadcast capability be included in any new meeting space.

**Items for action:**

Requirements request to Mr. Beall for Public Works space.

Request to Town Attorney about allowable use of cable franchise fees.

Submitted by David Caskey, Chair