

Wales Historical Commission

Wales, Massachusetts 01081

Meeting Minutes

Date: Friday, February 23, 2024

Time: 10:00 AM

Location: Wales Town Offices, 3 Hollow Road

Present: Rod Kincaid, Robyn Chrabaszcz, Rebecca (Becky) Smith, Carolyn Boehne.

Members Absent: Lynn Greene.

Public: Selectman Bill Matchett, Spencer Preservation Group (Lynne Spencer, Meghan Rodenhiser)

Call to Order: The meeting was called to order at 10:08AM.

Meeting Minutes: Changes may be made to 2/10/2024 minutes; review tabled to next meeting.

Correspondence: None.

Feasibility Project for Old Town Hall: Group met to review and follow up with Spencer Preservation Group (SPG) to discuss the last meeting notes that were forward to SPG for consideration in the design plans and schemes that are in the works for Old Town Hall under the Feasibility Study. Upon receipt of the last notes, SPG requested a site visit of the existing Town Offices to observe the existing program spaces.

Becky has walked Old Town Hall (OTH) with other staff to get their feedback on the plans and what they may need.

The group discussed broadly the 3 schemes as related to program space:

1. Existing footprint – there would be no room for the police department in OTH under this option
2. Elevator Addition – this option could include the police
3. Full Addition – this option would likely be a phased option, and would be “all-in” including the library (which is an open discussion with the Board of Selectmen to see if the library would work at the school building with the school, outside of the scope of SPG’s work as well as the Commission’s scope to work on the OTH Feasibility Study)

The group reviewed the program of the office spaces as follows, acknowledging that most staff is part time so there is flexibility with workstations/shared desks to reduce needs.

Department/ Office/ Board	Program Comments
Board of Selectmen	Staff = Executive Secretary, Municipal Services Clerk (has Board with 3 members, no workspace needed) 2 open workstations (1 minimum) 2 lateral file cabinets
Town Clerk	Staff = Town Clerk, Assistant Town Clerk 1 Office (enclosed) - 2 workstations (1 minimum) 1 lateral file cabinets and 3 large fireproof cabinets (vitals, etc)

Assessor	Staff = Principal Assessor (has Board with members who may need a workspace) 1 Office (enclosed) - 2 workstations (1 minimum) 2 lateral file cabinets plus plan and binder storage
Tax Collector	Staff = Tax Collector, Assistant Tax Collector 2 open workstations (1 minimum) 1 file cabinets minimum; shelving
Accountant	Staff = Town Accountant (note: is currently Executive Secretary) 1 workstation 2 lateral file cabinets
Treasurer	Staff = Treasurer 1 Office (enclosed/locked) - 2 workstations (1 minimum) File cabinets inside the locked space
Code Enforcement	Staff = Building Inspector, Plumbing/Gas Inspector, Electrical Inspector, Code Enforcement Clerk (also works for Planning, Zoning Appeals, and Conservation) 2 workstations (1 minimum for Clerk, inspectors share 2 nd station) Lots of plan and file storage needed
Board of Health	Staff = Clerk (has Board) 1 workstation Locked file cabinets
Cemetery Commission	Board of 3 members Shared workstation, none dedicated Needs map and cemetery book storage
Cable Access	On loft area of meeting room - Needs 2 desks, 1 server cabinet; can share server room with town server for reducing need for a temperature-controlled space
Historical Commission	Museum space can be throughout building – in lobby on first floor or even a portion of the meeting room on the second floor to reduce capacity and hold large items, such as the fire hose, piano, and display cabinets
Meeting Room	Needs to accommodate meetings at a large conference table; largest board is 5 members plus clerk for possible board setup facing audience; group is flexible on pews but would like to retain at least a few, if possible, in any configuration for historical purposes. SPG stated that pews are 18” per person which adds up quickly for occupancy calculations, so switching to non-fixed furniture would help reduce overall building needs
Police	Staff = 1 full-time officer, 1 Chief, part-time officers, Clerk Currently has 3 desks for chief/officers and 2 cubicles for clerk Needs space for public services, locked evidence room; there is no holding cell existing or needed

Next meeting will be determined later, and likely March 18.

MOTION: To adjourn to site visit of Town Offices and Old Town Hall with SPG made at 11:24AM. Motion made by Chrabaszcz, seconded by Smith. All in favor, Motion Passed.

DATE APPROVED: March 23, 2024