

Minutes  
Access to Facilities Implementation Committee  
Judicial District Pilot Project Subcommittee

10 January, 2013  
1:30  
20 Park Street, Rockville Connecticut

The Connecticut Judicial Branch Access to Facilities Implementation Committee Judicial District Pilot Project Subcommittee met on Thursday, January 10, 2013 in the Jury Deliberation Room at the G.A. 19 Courthouse, 20 Park Street, Rockville, CT.

Committee members in attendance: Ms. Virginia Apple, Mr. Robert Burke, Chair Atty. Richard Loffredo, Ms. Sandra Lugo-Gines, Ms. Lynn Maille, Mr. James Morgan, Ms. Debra Novaco, Atty. Brandon Pelegano, Mr. Gary Salisbury, Atty. Roy Smith, Chief Judicial Marshal Relford Ward

Members absent: Ms. Barbara Dudley, Ms. Jamey Harris, and Ms. Jeanne Roberge

The meeting was called to order at 1:40 p.m. by Atty. Loffredo

- Atty. Loffredo welcomed the members
- Approval of December 6, 2012 Draft Minutes: There was one correction to the draft minutes: G.A. 20 was corrected to read G.A. 19. The change was made and the revised minutes were approved by the members who attended the December meeting.
- Recommendations for signage – Atty. Loffredo mentioned he is looking for concrete recommendations to present to the full committee.
  - Ms. Apple distributed a formatting sheet used for Tech Alerts. She stressed the importance of having some sort of protocol when creating signage, e.g. proofreading, font, style, and size. She also handed out a possible formatting sheet for Judicial Temporary Signs which included font size and spelling/usage standards. She mentioned that font size should be no smaller than 24.
  - Mr. Salisbury handed out samples of signage using the approved logo template and printed on the water resistant paper. He mentioned that the font size of the signage sample is 80.
  - Mr. Salisbury provided the pricing for the water resistant paper which is as follows:
    - 8 ½ x 11 - \$.56 - \$1.05 per sheet
    - 12 x 18 - \$1.28 - \$2.24 per sheet
  - No report provided on acrylic sign holder pricing.
  - Ms. Apple will be sending out a style sheet with commonly used words, e.g. courthouse, to the team members.

- Atty. Loffredo handed out a required list of signs that were provided to him from the Law Libraries, Court Service Centers, and Jury. CSSD does not have any required signs.
- Ms. Lugo-Gines mentioned that ADA signs need to be posted in every office.
- Atty. Loffredo made mention of an email provided to him by Ms. Harris which broke the signage requirements down to the following categories based on the “The Wayfinding Handbook”:
  - Regulatory Signage – describe the do’s and don’ts of a place
  - Identification Signage – visual markers that display the name and function of a place or space
  - Directional Signage – provides the necessary cues that users need to navigate once they have entered the courthouse.
  - Orientation Signage – provides an overview of surroundings in the form of comprehensive site maps and directories.
- Recommendations to full Committee: Atty. Loffredo asked everyone to look over the handout listing the recommendations.
  - Ms. Lugo-Gines mentioned that #3 should be based on the statistics provided by the Interpreter and Translator Services Unit.
  - Judges should be issued two name plates, one for the bench and one for chambers which they are to take with them when relocated.
  - Directories should be posted on each floor and installed logistically based on the public’s movement.
- Next Steps:
  - Atty. Loffredo mentioned that he will be creating a sub-team of approx. 5 individuals to conduct a walkthrough of the Tolland District Buildings. The team will use the building floor plans to determine where signage should be located and what signage is appropriate. Atty. Loffredo will be in contact with team members that are selected to be on this committee.
  - Team decided that going forward meetings will be held at either 225 Spring St. Wethersfield or at the Tolland JD based on availability.
- Next Meeting to be TBD.
- Meeting adjourned at 3:10 p.m.