

Access to Facilities Implementation Committee  
Judicial District Pilot Project Subcommittee

6 March, 2013

1:30 p.m.

225 Spring Street, Wethersfield Connecticut

The Connecticut Judicial Branch Access to Facilities Implementation Committee Judicial District Pilot Project Subcommittee met on Wednesday, March 6, 2013 in the OVS Conference Room at 225 Spring Street, Wethersfield, CT.

Committee members in attendance: Ms. Virginia Apple, Mr. Robert Burke, Ms. Barbara Dudley, Chair Atty. Richard Loffredo, Mr. James Morgan, Ms. Debra Novaco, Atty. Brandon Pelegano, Ms. Jeanne Roberge, Mr. Gary Salisbury, Chief Judicial Marshal Relford Ward

Members absent: Ms. Jamey Harris, Ms. Lynn Maille, and Atty. Roy Smith

The meeting was called to order at 1:35 p.m. by Atty. Loffredo

- Atty. Loffredo welcomed the members
- Minutes from January 10, 2013 were approved
- Atty. Loffredo made the subcommittee aware that Sandra Lugo-Gines would no longer be a member.
- Atty. Loffredo went over the sub-committees' findings in regards to the walkthroughs of the Tolland District buildings which included a list of universal recommendations.
  - Atty. Loffredo asked the subcommittee if we should have protruding signs similar to 69 Brooklyn St. or flush against the wall similar to 20 Park St. Mr. Burke recommended that since each building is unique this should be determined based on the floor layout of each building. The subcommittee was in agreement.
  - Ms. Dudley reported that the public has a problem locating Courtroom "C" when coming from the Clerk's office at 69 Brooklyn St. The subcommittee recommended that a direction sign be created and affixed to the wall adjacent to where building directory will be displayed.
  - Mr. Morgan mentioned that the Victim Advocates including the Family Services Advocates need to be listed on the building/floor directory signs.
  - Subcommittee approved the findings and authorized Atty. Loffredo to bring them to the attention of the full committee.
- The subcommittee reviewed the "Protocol and Formatting for Judicial Branch Temporary Signs" document
  - Atty. Loffredo mentioned changing the fifth bullet under Formatting to read that the font is to be black only.

- Ms. Apple mentioned changing the font size to 28 not 48.
- The use of acronyms should be restricted
- Atty. Pelegano recommended we need a more condensed version of the document for the field's use.
- Ms. Apple will update the protocol based on the subcommittee's input
- Atty. Loffredo asked the group to review the signage document and asked for any feedback. The committee was comfortable with the document as it stands.
- Atty. Loffredo will be reviewing with the full committee the signage recommendations from the Tolland JD walkthroughs, reviewing the "Protocol and Formatting for Judicial Branch Temporary Signs" document, and asking for feedback in regards to recommended signage.
- Ms. Roberge distributed to the committee a sample of sign holder pricing for discussion. The Committee asked her to check with the Department of Corrections to see if they can manufacture sign holders.

Next meeting to TBD

Meeting adjourned at 2:45 p.m.