

Public Service and Trust Commission
Access to Facilities
Signage Subcommittee Meeting
June 16, 2011
Minutes

Present: Attorney Roy Smith, Co-chair, Ms. Sandra Lugo-Gines, Co-chair, Ms. Virginia S. Apple, Mr. Robert Burke, Ms. Heather N. Collins, Chief Judicial Marshal Russell Downer, Ms. Debra Novaco, Ms. Precious Hyland

The subcommittee discussed the charge for creating a set of uniform and consistent standards for the on-line directions posted on the Judicial Branch internet site.

Chief Downer provided an overview of the findings the Chief Judicial Marshals encountered during the directions verification exercise. He specifically reported the directions reflect incorrect information, missing landmarks, and some directions are too localized. All corrections are being forwarded to Ms. Apple and she is in the process of updating and tracking them.

The subcommittee held a brainstorming session. The following issues, suggestions, and ideas were discussed:

- Create a court guide similar to the one already created by the Middlesex Judicial District, which includes directions, a building directory, and a FAQs section;
 - Incorporate global positioning latitude and longitude information for the more advanced user;
 - Translate the directions pages into the more frequently used second languages, starting with Spanish;
 - Add an insert map to each directions page and, perhaps, a link to the DOT's construction map;
 - Provide directions for leaving the facilities;
 - Provide parking information;
 - Use of cardinal points with the name of closest cities in parenthesis (i.e. For New Haven use "*From the North (Hartford, Wallingford)*");
 - Include a link to the local ADA contact person.
- The co-chairs asked the members to start thinking about page standards and layout in order to discuss it at the next meeting. Ms. Ensign will be invited to the next subcommittee meeting to provide some direction for the suggestions and process.

The meeting adjourned at 4:00p.m.