

## Talking Points for 2015 Capital Bill

### Why the Secretary of State's Office supports this project:

While environmental and structural improvements were made to the State Records Center during a previous renovation project (2008-2010), the operational and security needs of neither VSARA nor BGS were taking into consideration.

#### **1. Low-cost, secure records storage**

- The current building is a patchwork of overlapping uses, card-access only doors, and conflicting or contradictory security protocols.
- Sections of the State Records Center, which were initially designed to store paper records, are instead storing materials for BGS Print, Postal or Facilities Management.
- This renovation will allow VSARA to get closer (but not completely) meeting national security standards for the operations of records center and reduce/limit the use of State Records Center space by BGS.

#### **2. Consolidation of VSARA staff**

- Almost half of VSARA staff members have workstations located completely separate from VSARA's primary office and public areas.
- This project will consolidate staff into one area, which will facilitate workflow among staff and VSARA units.
- The amount of pedestrian traffic in the State Records Center will be reduced, limiting liabilities due to the operation of forklifts and other warehouse machines.

#### **3. More efficient and effective work spaces**

- About half of VSARA workspaces are comprised of tables, chairs and other furniture that have been cobbled together over time.
- Dual uses for some offices spaces are placing records at risk (many archival records require special handling and care and can easily be damaged) while also limiting the functionality of the office space for more traditional office work.

## **Talking Points for 2015 Capital Bill (cont).**

- Aisles and walkways in the State Records Center are needed to perform certain work, also placing records at risk of accidental damage as these walkways and aisles are also used by BGS. This also poses a security risk.
- VSARA's kitchen area offers the only option for a conference room and that option – a folding room divider – is both ineffective and inefficient for meetings and training, both of which are held at VSARA on a regular basis.

### **4. The project has already started!**

VSARA has already given up about 75% of its records processing and archival workspaces for this project.

**The inefficiencies described above are now compounded.**

## Talking Points for 2015 Capital Bill (cont).

Language as it appears in the Capital Bill as of February 17, 2015:

13. Middlesex ~ VSARA: Renovations .....\$660,000

*This renovation will consolidate the State Archives staff, add six new work stations, and improve their security, as well as improve their conference room. At the same time, it consolidates and updates Printing and Postal Services. The new layout will make it possible to add new equipment that is essential for providing print/sort/mail services at a savings to the State. The new equipment will enable BGS to handle critical VTax, DMV, and Vermont Health Connect print/mail functions in-house. The consolidated staff will be able to be cross-trained, and one supervisory position may be eliminated.*

*One significant improvement to the building is the separation of VSARA and BGS functions. Both operations have significant security concerns. In Phase I, the overlap of operations was reduced to one corridor and loading dock. In Phase II, the former postal room will be gutted and converted to VSARA space. This includes new heat pumps, significant electrical and data upgrades, and finishes. New card readers and three door alarms will be added, requiring a new security panel. The consolidated 7,000 sf Printing and Postal area requires a major retrofit of electrical and data service. Other parts of this renovation, such as floor and ceiling patches, are bare bones.*

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1. Title: This section would be better titled as "Middlesex - Print/Postal and VSARA: Renovations."

The request is for renovations and fitup to two BGS units and one SoS Division that share and occupy the same building, the D. Gregory Sanford Building.

2. Description: The description of the renovation as it pertains to the Vermont State Archives and Records Administration (VSARA) is not accurate.

For example, SoS is NOT adding new workstations, and the current small conference room is inadequate and part of the kitchen/break/lunch area.

BGS Printing and Postal Services (P/P) and the Vermont State Archives and Records Administration (VSARA), a division within the Office of the Secretary of State, share and occupy the D. Gregory Sanford Building in Middlesex.

Previously renovations to the building (2008-2010) focused on adding archival vaults, improving the systems and shelving in the State Records Center, and renovating the former BGS Division of Public Records public areas and office spaces in the north side of the building. Space vacated by the former Micrographics Program did not address: the P/P areas; or operational needs of BGS or VSARA for security and workflow.

## Talking Points for 2015 Capital Bill (cont).

Both operations have significant security concerns that will be improved but not eliminated through this renovation as well as critical improvements in terms of workflow and operations.

Phase I has already been completed and the physical overlap of operational space between BGS and VSARA was reduced to one corridor and loading dock within the footprint of the State Records Center, which is operated by VSARA, although Phase II includes additional steps to further reduce BGS's dependency and use of VSARA's State Records Center for its operations.

Under Phase I, VSARA staff vacated more than half of its record processing room (former location of the Micrographics Program) to allow BGS P/P Services to begin consolidating and updating their programs and operations.

The new layout makes it possible for BGS P/P Services to add new equipment that is essential for providing print/sort/mail services at a savings to the State and will enable BGS to handle critical print and mail functions in-house.

As a result of Phase I activities, one major VSARA unit, the State Archives Unit, is now operating in a very limited and inefficient temporary workspace until Phase II is completed.

In Phase II, the existing postal room will be gutted and converted to VSARA space, which will bring all of VSARA's staff and their respective workspaces into one centralized location in the building.

At this point, BGS P/P staff will be also be consolidated into a 7,000 square foot area and able to be cross-train; one supervisory position may be able to be eliminated.

Under Phase II, major retrofitting of electrical, data and heating services will also occur, including new heat pumps, significant electrical and data upgrades, and finishes.

New card readers and three door alarms will be added, along with a new security panel. Other parts of this renovation, such as floor and ceiling patches, are minimal.

## Talking Points for 2015 Capital Bill (cont).

### 3. Timeline of Events

Date	Event
Summer 2012	BGS (Ed Von Turkovich) contacts Secretary of State's Office inquiring if VSARA might be interested in a functional assessment of the Middlesex office facility – as Print/Postal is running out of space and to provide potential improvements for both our Depts.
October 2012	Paul Daley (SoS) authorizes Stan Bradeen of Stenford Associates to conduct a functional assessment of the facility if all parties agree (SoS and BGS).
October 2012	Stenford Associates submits an initial proposal
February 2013	Stenford Associates submits an initial "VSARA/Print/Postal" draft report to SoS/VSARA/BGS
April 2013	BGS (Ed VonTurkovich) confirms with Stenford Associates that they received the contract for a space planning analysis for VSARA.
September 2013	Stenford Associates provides a draft report to BGS and SoS/VSARA called "VSARA, Print & Postal Study." BGS (Ed Von Turkovich) contacts SoS/VSARA inquiring if VSARA might be interested in a "space swap"
October 2013	Stenford Associates submits "final copy of the VSARA P&P Colocation Assessment report," with an approx. +\$2 million estimate.
** No further communication/news on the subject from BGS**	
September 2014	BGS (Sandy Vitzthum) contacts VSARA (Tanya Marshall) and BGS (Terry Lamos) about starting Phase I of the Space Swap.
September 2014	SoS given ~ 2 weeks to decide if willing to move forward <u>or</u> ... we would be stuck with current space for at least 10 yrs. Interestingly, BGS' plan for the space/swap dated Jan 2014.
October 2014	SoS/VSARA agree to Phase I with BGS, Demolition starts in VSARA's Archives Unit space same day. SoS learns that BGS has interim diagrams for its own work spaces but not VSARA's. Stenford Assoc. submits a diagram for interim VSARA processing space on October 20, 2014, after demo has been initiated.
As of March 2015	Several phases of project implemented, including upgrades to loading dock, further consolidation of Print and Postal staff and operations, and enhances to new Print and Postal areas

**SoS has repeatedly – going back to 2012 – stated that it would be best for Print/Postal to move to a new location and that the SoS would take over the total space.**