

Public Service and Trust Commission
Access to Facilities Implementation Committee
Subcommittee on Online Directions and General Information

Monday, November 5, 2012

Present: Ms. Virginia Apple – Chair, Ms. Michelle Burroughs, Chief Russell Downer, Ms. Sandra Lugo-Ginés, Mr. James Morgan, Attorney Roy Smith Jr. and Ms. Janet Zigadto

Submitted by: Ms. Michelle Burroughs

The Subcommittee met and discussion ensued regarding how to divide tasks associated with the Subcommittee's charge among each of the members. The Districts will be divided as follows:

Danbury/New London/Windham – Chief Russell Downer

New Haven/Ansonia-Milford/Litchfield - Attorney Roy Smith

Waterbury – Ms. Janet Zigadto

Meriden/Hartford – Ms. Lugo-Ginés

Stamford/Middlesex/Fairfield – Ms. Virginia Apple

Tolland/New Britain – Mr. James Morgan

The Subcommittee viewed the new design of the web pages designated for Judicial locations. Ms. Apple will forward the link to these pages to the subcommittee members. The new design includes inset maps issued by OpenStreetMap.org as well as driving directions in an abbreviated, bulleted format.

Subcommittee members have been asked to accomplish the following tasks and may enlist the assistance of the local committees within each district in order to:

- Put names on the blank buildings on the inset maps
- Update all of the telephone numbers that appear on the right of the page so that they are accurate
- Update the driving directions to ensure that they are the easiest and most efficient way to access Judicial locations from main roads. (Directions should be cross-checked with other mapping resources. Stay away from landmarks such as stores and other

businesses which may change frequently. City buildings and statues are good landmarks.)

- Include GPS coordinates for each location within the district
- Be certain that photos of wheelchair access for each district are included on the web pages, and if the location does not have an elevator in the building, an asterisk should appear on the bottom of the photo with a note indicating such
- Ensure that courthouse hours displayed on the pages are accurate
- Decide which office locations should be highlighted on each page (Contact the Chief Clerk within each District for this information.)
- Provide a link for local and public transportation on each page
- Be certain that the photos that appear on the web pages are accurate and up-to-date
- Be certain that the names of towns listed in the directions are the same names that would be used to enter the address into a GPS (i.e. Rockville should be entered as Vernon/ Rockville)
- Make note of nearby public parking
- Make recommendations regarding any other changes that should be made to the web pages

The first priority will be to update phone numbers. The second is to label buildings on inset maps.

Ms. Apple will contact Ms. Maritza Luna of Facilities for an updated Judicial building listing and forward it to the Subcommittee members. She will also forward the Subcommittee's SharePoint link to the Subcommittee members. Ms. Apple will contact Attorney Stephen Ment for a copy of the updated Judicial Directory phone lists and send them to the Subcommittee members.

Ms. Burroughs will send the Subcommittee members the lists of local committee members for their respective districts.

The next meeting is scheduled for Wednesday, January 9th at 2:30 p.m. at JIS, 99 East River Drive, 7th floor, large conference room, IT side.