

**Municipal Buildings Strategic Plan
Advisory Committee**

Minutes

Monday, September 22, 2014
7:00pm

CH Booth Library
25 Main Street, Newtown, CT 06470

THESE MINUTES ARE SUBJECT TO APPROVAL BY THE
MUNICIPAL BUILDINGS STRATEGIC PLAN ADVISORY COMMITTEE

The Municipal Buildings Strategic Plan Advisory Committee held a regular meeting on Monday, September 22, 2014 in the meeting room at the C.H. Booth Library, Newtown. The meeting was called to order at 7:05 pm.

Present: Bill Brimmer, Walt Motyka, Jay Maher, Paul Lindquist, Jim Filan, Scott Cicciari, Mike Marinaccio, Michelle Ku, Kathy Hamilton, and Rebekah Harriman.

Others Present: Geralyn Hoerauf of Diversified Management, Superintendent of Schools Dr. Joseph Eradi Jr., one member of the public and one member of the press.

Welcome & Introductions: Committee members and Geralyn introduced themselves and how they came to find themselves on this committee.

Overview of the Strategic Planning Process: A few months ago, First Selectman, E. Patricia Llodra, approached Geralyn to see if her firm (Diversified Management) would assist the town in drafting up a report to help the town to hire professionals to do building assessments. Geralyn's recommendation was a more broad based look at the physical properties in Newtown with a specific interest in 1)Town Hall South, 2) the Hook and Ladder building, and 3) the multi-purpose building with the anticipation that the Seniors would be moving in 2016. There was an interest in doing some analysis in how to best re-use the buildings in town.

This committee was formed as a way to bring the history of prior endeavors to this effort as well as to get a broad base from different groups in the community in order to best decide how to handle the building from within the community. The timeline allotted for this task will be based on how the committee wants to format the process and how long the committee would like to spend on the different phases in the project.

Geralyn handed out an overview of the **Municipal Building Strategic Plan Process** (attachment A) that narrows the process down into 5 steps. The first step is to establish a goal, the second step is to collect as much information as possible so that for the third step of setting objectives can be accomplished appropriately.

Discussion: Jim Filan asked Superintendent Dr. Joseph Eradi to explain the Board of Education's side as far as their facilities are concerned in this equation. Dr. Eradi discussed an enrollment study that is nearing completion and should be available at the Board of Education's meeting come the first meeting in November. The current school year continues to show the predicted declining enrollment. The Sandy Hook Elementary School rebuilding is scheduled for a 2016-2017 school year opening. Kathy Hamilton stated it appears that from the Board of Education perspective that they may be able to reduce by one school somewhere.

Geralyn clarified that this commission would not be advising on what or whether to decommission a school and hand it over to the town. That would be solely on the school district. Dr. Eradi thought the commission could at least direct the Board of Education in how to best make a decision.

Walt Motyka wanted to encourage data driven decisions and not necessarily monetary decisions – at least to start.

The future GE building does not impact this committee except to simply be aware of it when taking other data into account. It will house the senior center, and perhaps further down the road, the Park and Recreation office as well as Social Services department.

Scott Cicciari asked the committee what is going to be different with the output that this committee is going to produce such that it would influence decisions moving forward. He referenced the report produced in 1999 by a similar committee with recommendations that were made and fifteen years later have not been acted on, but new buildings not discussed in the report have been built.. Bill Brimmer pointed out that the 1999 report was pre Fairfield Hills and that a committee like this one is always working with a moving target.

Paul Lundquist pointed out that the goals of this committee need to be short term and tactical first and then move on to broader goals.

Geralyn passed around a list of town buildings including schools (attachment B). She suggested that the first place to start was to have professionals to assess the physical condition of the buildings in town and put it into a usable format.

Goals and Charge of the Advisory Committee: There are long and short term charges to take into account.

Proposed charge for the committee: An interest in a plan that would involve determining a method for the re-use, renovation, and possible disposition of town owned buildings based on a comprehensive analysis of both physical conditions and space need functions that will allow the town to make informed decisions as to future use of buildings starting in 2016 and moving through the next decade.

Before hiring professionals more information needs to be gathered to create more of a broad base. When was the last time the boilers were addressed? When was the last time the roofs were replaced? Etc. Walt asked about a standard form that may exist to help in this process.

Geralyn will work on gathering more information for a more detailed chart on the list of town/school buildings that was distributed (attachment B). She will also work on gathering information on potential firms that would do facilities assessment to get an idea of the cost of the studies for the budget.

Rebekah Hamilton asked the chart also include the capacity of schools and town buildings.

Develop Near-Term Objectives and Timeline: Report should be ready, ideally, a year from now. The facilities assessment can most likely be structured in a way that the information is coming to the committee in a staggered way that the committee can start to form decisions.

Selection of Committee Chair: Jim Filan states that the chair selected for committee should not be someone who is already a member on a board or commission.

Bill Brimmer suggests nominating Jay Maher to be chairman. Jay states that he would be interested. He also clarifies that he is a member on the Borough Board of Burgesses, but does not see a conflict of interest by being the chair of this advisory committee.

Bill Brimmer motions to nominate Jay Maher to be chairman. Kathy Hamilton seconds the motion. Motion is approved unanimously.

Kathy Hamilton notes the various public spaces within the schools. The extra amenities (gyms, auditoriums, etc) are worth noting in the gathered data.

The next meeting is tentatively scheduled for October 27th.

Meeting adjourned at 8:42pm

Respectfully Submitted,

Aileen Nosal, Clerk



Municipal Building Strategic Plan Process

August 28, 2014

BoS select and appoint Advisory Committee

Role is to direct the development of the Strategic Plan

BoS to retain Facilitator

Role is to guide and administer the development of the Strategic Plan process

Provide administrative services to the volunteer Advisory Committee

Provide communications support and reporting to all Town entities

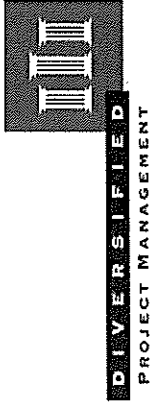
- I. Facilitator gathers and tabulates existing information on all Town-owned properties
 - Physical documentation: plans, reports, maintenance records
 - Previous space needs studies
 - Previous physical building assessments
- II. Preliminary Municipal Building Strategic Plan Process
 - Facilitator to propose a structure for strategic planning process
 - Advisory Committee to determine initial scope of the plan process
 - Establish a preliminary timeline for the initial scope
 - Allow for the identification of project phasing or additional scope
- III. Meetings of the Advisory Committee
 - Brainstorm project structure
 - Develop alternative timelines
 - Discuss potential phases of the Plan
 - Review all existing building documentation and identify additional information needed
 - Physical assessments of building or major systems
 - Replacement/renovation cost estimates
 - Life cycle cost analysis of buildings
 - Space needs studies
 - Review CIP and current approved projects
 - Develop initial recommendations for retaining consultants to provide feasibility assessments
- IV. Finalize an initial targeted scope or first phase of the Plan
 - Advisory Committee to make recommendation for initial scope to the BoS

It is anticipated that Consultants may be required for the following tasks:

- *Assess Building(s)'s Physical Condition*
 - Structural integrity, conditions of major systems, useful life of structure*
 - Determine renovation or replacement costs*
 - Evaluate possible adaptive reuse*
- *Assess Potential Alternate Use*
 - Sales potential/selling price*
 - Potential development options, highest and best use analysis*
- *Space Needs Assessments*
 - Program Space Needs for Town Depts/uses, including:*
 - Staffing, storage, square footages, future growth projections*
 - Efficiency of location*

*Appropriateness of facility, accessibility, parking
Technology*

- V. Facilitator to assist the Advisory Committee with the development of Consultant RFQ/RFPs
Facilitator will manage and administer the consultant selection process
- VI. Consultant RFQ/RFP Selection Process
 - Advisory Committee to evaluate RFQ responses
 - Advisory Committee to conduct interviews and hold evaluation meetings
 - Advisory Committee to recommend contract awards
 - Facilitator to work with the Purchasing Authority on contract execution
- VII. Consultants proceed with contracted tasks (above) as directed by the Advisory Committee
 - Facilities Conditions Assessments
 - Real Estate Appraisals
 - Space Needs Assessments
 - Additional facilities or departments may be added to project scope over time
- VIII. Consultants would produce a written report for each facility or department
 - Recommendations to be evaluated by the Advisory Committee
 - Additional information may be requested by the Advisory Committee
- IX. Preliminary Strategic Plan for Initial Targeted Scope
 - Advisory Committee to evaluate all documentation
 - Review and evaluate against the current CIP
 - Request input from Town Commissions, Boards and staff
 - Create timelines and budget proposals
 - Develop recommendations and a draft Municipal Building Strategic Plan
 - Present to the Board of Selectman, Board of Finance, Legislative Council
- X. Revise Draft Plan as necessary
 - Reassess assumptions, gather additional information
 - Add or delete properties as appropriate, revise cost projections
 - Develop new timelines
 - Public presentations and discussion until consensus is reached
- XI. Finalize Strategic Plan
 - Report on all facilities assessments
 - Recommendations for facility use or reuse
 - Implementation timeline
 - Multi-year budget projections, integration with the CIP
 - Move/relocation plans w/timeline
- XII. Reporting and public presentations through-out the Plan development process
 - Periodic reporting from the Advisory Committee will be documented by the Facilitator
 - Advisory Committee and Facilitator will report on progress to the BoS
 - Presentations to other Boards, Commissions etc. as requested



Town of Newtown
 Municipal Building Strategic Plan: Properties Tabulation

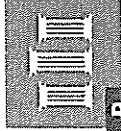
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Building	Address	Departments	Year Built	Building Square Footage	Parking
Town Hall South	3 Main Street	Emergency Communications Center	1950	10,380	53
		Police Dept			
		Parks & Recreation			
		Social Services Dept			
Multipurpose Building	14 Riverside Road	Senior Center	1978	9650	36
		Children's Adventure Center			
Edmond Town Hall	45 Main Street		1929	27041	
Hook & Ladder Hqtrs	45 Main Street		1931	6227	
Newtown Meeting House	31 Main Street		1792	3032	
C.H. Booth Library	25 Main Street		1931	30125	
Municipal Center	3 Primrose Street	Assessor's Office	2008	38,614	
		Building Dept			
		Economic & Community Development Office			
		Emergency Management			
		Fire Marshall			
		Finance Dept			
		First Selectman			
		Techology & GIS			
		Health District			
		Human Resources			
		Land Use Agency			
		Purchasing Dept			
		Registrar of Voters			
		Tax Collector			
		Town Clerk			
The Garage	53A Church Hill Road	Teen Center	1945	3590	
Public Works	4 Turkey Hill Road	Highway Dept			

Town of Newtown

Municipal Building Strategic Plan: Properties Tabulation

9/22/2014



D I V E R S I F I E D
PROJECT MANAGEMENT

		Public Works Dept		
Animal Care & Control Center	21 Old Farms Road	Animal Control Division	2012	3600
FFH Engineer's House	28 Trades Lane	Recovery & Resiliency Team	2014	
Hawley School	29 Church Hill Road	Elementary School	1920	36322
Head O'Meadow	94 Boggs Hill Road	Elementary School	1977	59576
Middlegate	7 Cold Spring Road	Elementary School	1965	61470
Reed Intermediate	3 Trades Lane	Intermediate School	2001	61202
Newtown Middle School	11 Queen Street	Middle School	1940	133516
Newtown High School	12 Berkshire Road	High School	1969	173063