

**Municipal Buildings Strategic Plan
Advisory Committee
Minutes
Thursday, December 18, 2014 @ 5:00pm
Newtown Municipal Center
3 Primrose Street, Newtown**

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 Thursday, December 18, 2014 in the meeting room at the Newtown Municipal Center, Newtown. The meeting was called to order at 5:03 pm.

Present: Chairman Jay Maher, Bill Brimmer, Walt Motyka, Scott Cicciari, Mike Marinaccio, Michelle Ku, Rebekah Harriman, Kathy Hamilton

Absent: Jim Filan, Paul Lundquist

Others Present: Geralyn Hoerauf of Diversified Management, First Selectman E. Patricia Llodra, and Superintendent of Schools Dr. Joseph Eradi Jr.

1. Review and Approval of Minutes:

Motion: Scott Cicciari motioned to accept minutes. Bill Brimmer seconded. Kathy Hamilton abstained from the vote due to her absence from the last meeting. The motion was approved unanimously, not including Kathy.

2. Report on DPM Presentation/Update to Board of Selectman Dec 15: Geralyn went to Board of Selectman (BOS) meeting on December 15th and brought the board up to speed on where this advisory board currently stands. She presented the motion that was passed by this committee to request the appropriation to retain a consultant. The outcome was that the BOS would prefer the committee to issue an RFP first and receive real fee proposals and then go back to the Board of Selectman for a real request to fund the consultants for the job.

Scott suggests members from this committee make the effort to go to the BOS meetings when discussion of this committee is on the agenda to help Geralyn out when she presents to the board.

3. Discussion of Committee Scope and Mission with First Selectman: Kathy Hamilton asks for clarification on the committee's charge. Charge of the committee was given when Board of Selectman created the subcommittee. The BOS wanted to make the charge open-ended enough so that the committee could be flexible and go in directions that the BOs may not specify. As an end result, the BOS is looking for an understanding from the "balcony view" of what would be a reasonable/appropriate plan to address building use given that there are immediate challenges (Hook and Ladder Building, Multi-purpose building, and Town Hall South). Addressing these three buildings will trigger the question of repurposing those buildings and looking at other town buildings.

BOS sees the committee's charge as a broad view and only a starting point. Mrs. Llodra says she will get for the committee the trust and easements regarding Town Hall South and Edmond Town Hall.

As far as the upcoming Community Center, it is a 35,000 square feet building with 10,000 square feet dedicated to the seniors. 25,000 square feet will be an aquatic center. This is considered phase 1 of the project which will probably be a 3 phase project. Phase 2 could be a connector between phase 1 and the Newtown Youth Academy (NYA) if the town decides to purchase the facility which has been an ongoing discussion for the last 5 years. If the town decides against purchasing the NYA, phase 2 would become an addition to phase 1 with office space.

Walt suggests a milestone calendar of Town events, budget calendar, etc.

4. Review of RFQ/RFP Process for Consultants: Scott reiterates what First Selectman Llodra seemed to say was to be cautious on trying to make a decision too quickly without all information. His concern is that this committee is never going to have everything it needs. The space needs is going to be "living and breathing" and every year something is going to change. We need to draw the line somewhere and make our recommendations at that point. Kathy points out that there aren't that many buildings to look at within the committee's scope.

Walt asks for information on what buildings already have a capital improvement line in the budget. He suggests looking at every building on a surface level, then go deeper after more information is found. He wants to find out if there are constraints on any buildings that may rule it out as a workable building.

(Rebekah leaves at 5:45)

Michelle questions if we really need a consultant if all we are doing is data gathering. Other members agree it is best to use a consultant so that information is gathered and put together by one party.

Geralyn will modify Request for Proposal drafts to include all the buildings and modify the scope of the consultant to focus primarily on data gathering and building a model that identifies that better identifies systems. Geralyn would also add to the request for proposal a priority recommendation list so there is some analysis from what the consultant does find from the data gathered.

(Bill & Walt leave meeting at 6:03)

Kathy asks for clarification with the BOS that the committee will be spending money in the 2015-2016 budget year – the amount is still unknown. Perhaps ask the selectman to but a placeholder in budget for this committee's tasks.

**5. Next meeting is Wednesday January 14, 2015 at the Senior Center, Riverside Road, Sandy Hook.
Meeting Adjourned at 6:10 pm**

Respectfully Submitted,
Aileen Nosal, Clerk