

**Municipal Buildings Strategic Plan
Advisory Committee
Minutes
Wednesday, January 14, 2015
7:00pm
Senior Center
14 Riverside Road, Sandy Hook**

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 Wednesday, January 14, 2015 in the meeting room at the Newtown Senior Center, Sandy Hook. The meeting was called to order at 7:06 pm.

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

Others Present: Geralyn Hoerauf of Diversified Management

1. Review and Approval of Minutes:

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

2. Review of RFQ/RFP Process for Consultants: Geralyn begins by giving an overview of the RFQ/RFP for the Facilities Assessment and Space Needs Assessment. Walt wants to make sure that the existing legal constraints and easements are gathered by consultant and added to the audit section of the RFP/RFQ. An example is passed around from the Town of Southbury that would be similar to what this committee may be getting back from consultants. Consultants report will be mostly documentation based. The report will lay out the information so that the committee can use that information to make recommendations. Kathy questions the timeline listed in the RFP/RFQ. Geralyn hopes to be entering into a contract with the chosen consultant by March. Rebekah suggests moving up the date that the final report is due. It is suggested that the date that the final report should be filed be moved up to May. Kathy states that at the Board of Education meeting next week the Superintendent plans to begin discussions on the schools and whether or not a school will be closed.

For the space needs assessment the committee would have ideally figured out which departments need to be analyzed for space needs. This will need to be decided on. The scope that Geralyn built was put together on a lot of hypotheticals. The main target for the space needs assessment is the functions that are currently in Town Hall South. Police Department and Social Services are definite for the space needs assessment. Rebekah suggests that the Cultural Arts Commission needs space. They have one contracted employee, but are looking for some functional space for programs and exhibits. Kathy asks if Park and Rec needs additional space. Geralyn reminds about the proposed phases of the Community Center and asks if Park and Rec space needs is something this committee wants or should take on.

Scott leaves meeting at 8:09 pm.

Rebehak will send to Geralyn language for what the Cultural Arts omission is looking for as far as what their commission thinks they needs for space needs.

Motion: Chairman Jay Maher moves to accept the RFP for the facilities assessment and space needs as amended at this meeting and to be presented to the Board of Selectman at their next meeting. Bill Brimmer seconded. All approved.

3. Report to the Board of Selectman January 20, 2015: Jay will attend Board of Selectman meeting with Geralyn on January 20th.

5. Next meeting is February 23, 2015 at 7:00 pm at the C.H. Booth Library meeting room.

Meeting Adjourned at 8:29 pm

Respectfully Submitted,

Aileen Nosal, Clerk