

**Municipal Buildings Strategic Plan  
Advisory Committee  
Minutes  
Monday, April 27, 2015  
7:00pm  
C.H. Booth Library  
25 Main 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 Monday, April 27, 2015 in the meeting room at the C.H. Booth Library, Newtown. The meeting was called to order at 6:34pm.

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

**Absent: None**

**Others Present:** Geralyn Hoerauf of Diversified Management, Ken Best of Drummeym Rosane Anderson, Inc (DRA), Linda Zukauskas of The Voices, and John Voket of The Newtown Bee

**1. Review and Approval of Minutes:**

**Motion: Paul Lundquist motioned to accept minutes. Kathy Hamilton seconded. The motion was approved unanimously.**

Geralyn introduced Ken Best of DRA. Ken states that they started their work last week with the director of Public Works, Fred Hurley. They were able to get some preliminary information to help work get started. Measurements were taken of the buildings where changes had been made over time and are developing a simple floor plan so they can identify where various issues are.

Ken brought examples of previous reports to give a visual to the committee of what they can expect. A review of the overall reports that will contain the information found through the studies was given. A review was also given of some of the forms that are used by DRA to gather information needed for the studies.

Clarification is given on the space needs assessment being focused on 4 groups: the police department, emergency communications center, social services, and cultural arts commission. Kathy asks about Park and Rec. Geralyn states that at the time the decision was made about what groups the space needs assessment should focus on, it was assumed that the park and rec offices would be a part of a future phase of the community center.

Work hasn't officially started. Geralyn is estimating that the process will take about eight weeks – at least for the physical assessments and possibly 6 weeks for the space needs assessment which will overlap with the physical assessment timeline. By the end of June, the committee should have enough information to start working with.

School Board is set to be presented with information about possibly turning over a school building to the town by the June 2<sup>nd</sup> Board of Education meeting. They will make a final decision within a few weeks of that meeting.

Geralyn will email out a Doodle Calendar to find a date for the next meeting in May sometime after Memorial Day.

Curt Verdi from the Fairfield Hills Authority is to join the committee.

**Motion: Chairman Jay Maher motioned to adjourn the meeting at 7:17pm. Scott Cicciari seconded. The motion was approved unanimously.**

Meeting adjourned at 7:17pm

Respectfully Submitted,  
Aileen Nosal, Clerk