

Town Hall Study and Barrier Removal Committee
Minutes of the Meeting of April 7, 2009, 6:00 PM

Members attending: Donna Neylon, Peter O'Connell, Barbara Clancy, Donald Faugno, John David Holdcraft, George Dellomo, and John Wild. Absent: Jennifer McMillan, Clarence Snyder, and Sheila Frangiamore

Agenda and Actions:

1. **Minutes of previous meetings:** John Wild moved and Barbara Clancy seconded a motion to approve the minutes of the April 3rd subcommittee meeting and the March 24 full committee meeting. The motion passed unanimously.

2. **Status of Contract with Clark and Green:**
Donna Neylon and Donald Faugno reported that the subcommittee had used a contract template provided by town counsel and appended (a) the RFQ background, (B) RFQ Scope of Work and (C) a schedule of payment form for Clark and Green to complete. Clark and Green reviewed the contract and found it acceptable. They wish payment in full at the end of the contract, which is advantageous to the Town of Brookfield. Barbara Clancy moved, second by Donald Faugno, to authorize the chair to present the contract to the Board of Selectmen for their signatures. The chair will contact Clark and Green to solicit half a dozen dates for a first meeting with the committee; the committee will chose a date at its April 15th meeting.

3. **Discussion of Expectations for Clark and Green:** The members present shared (a) their reasons for joining the Town Hall committee, (b) their assessment of the committee's work thus far, and (c) specific goals and expectations for the work with Clark and Green. Members joined the committee to do some good for the town by creating adequate town offices, places for a wide variety of community groups to meet, and spaces for community educational, social and cultural activities.

All members present agreed that the committee was working hard and had jumped its first hurdle in securing funding to work with an architect. However, several members felt that the committee had to succeed in developing a compelling plan for the Town Hall this second time around, or the townspeople would turn away for a long time.

Individual members outlined goals and expectations. The secretary of the committee was asked to summarize these comments in the form of a draft memo to Clark and Green to help them prepare for a productive first meeting. The draft memo would be circulated to all committee members for comment and further discussion at the committee's next meeting on April 15 at 6:00 PM. Mr. Faugno and Mrs. Clancy will be late to that meeting and were asked to give comments to the chair or secretary on the draft summary prior to the April 15th meeting. The draft summary is attached to these minutes.

April 15th meeting of the Town Hall Committee, Police Study Committee, and members of the Board of Selectmen: Members of the three groups will come together at 7:00 P.M. in the banquet hall of the Town Hall. The Selectmen and representatives of the Police Study Committee will present information about the proposed new police facility – its location, the needs it responds to, the costs that are included, other costs (land acquisition, sewage, water, etc.), options for scaling down the facility if appropriate, and a timetable for putting the proposal before the Town. The whole group would then identify how the Town Hall Barrier Removal Committee might work with its architects to

either assess the feasibility of the Police occupying space in the Town Hall or to identify areas of shared services.

4. Next Meetings:

April 15 6:00 PM Town Hall Barrier Removal Committee

**April 15: 7:00 PM Joint meeting of the Town Hall Committee, Selectmen
and Police Facility Study Committee**

- 5. Adjournment:** On a motion by Barbara Clancy, seconded by George Dellomo, the committee voted unanimously to adjourn the meeting at 6:55 P.M.

Respectfully submitted,

Peter O'Connell, Secretary