

1. Presentation by KSS Architects on their capabilities and proposal to provide consulting services to the Subcommittee and TTF on the use of existing municipal facilities and assets to accommodate the work force of the merged Princeton
2. Proposed addition of Marvin Reed as a volunteer citizen member of the Subcommittee
3. Proposed Work Plan for the Subcommittee
  - a. Inventory of existing municipal facilities and assets, including usable square footage of existing facilities
  - b. Obtain recommendation from Staff for proximity needs of municipal departments; ie, what are the logical clusters of departments
  - c. Obtain recommendation from Personnel Subcommittee and functional subcommittees for head count by grade for each department
  - d. Obtain information from functional subcommittees for unique equipment requirements associated with each department
  - e. Prepare proposed accommodation plan and review with functional subcommittees and departments. Provide estimates of costs and schedule requirements for facility rearrangements required (if any).
  - f. Recommend accommodation plan to TTF
  - g. Prepare proposed move plan upon approval of accommodation plan by TTF and governing bodies, including cost estimates and schedule for proposed moves
4. Proposed schedule for Work Plan (3 above)
  - Inventory – to be completed by consultant. Start ASAP upon award of contract. Complete and present to Subcommittee by 13 Apr '12.
  - Recommendations from Staff for proximity needs of departments – to be completed and presented to Subcommittee by 30 Mar '12
  - Recommendations for head count – task Personnel Subcommittee and functional subcommittees immediately. Request completion of work by subcommittees by 27 Apr '12
  - Unique equipment requirements – task functional subcommittees and departments ASAP. Work to be completed and presented to Subcommittee by 27 Apr '12
  - Prepare and review accommodation plan – to be presented to Subcommittee by consultant by 11 May '12. Complete review with functional subcommittees and departments by 1 Jun '12
  - Approve accommodation plan for presentation to TTF by 15 Jun '12, identifying any shortfall or surplus in space available in existing facilities. Present to TTF at TTF meeting on 29 Jun '12
  - Prepare move plan by 27 Jul and present to TTF for recommendation to governing bodies
5. Adopt schedule for Subcommittee meetings – proposed schedule, all meetings at 10:30 in Township Building, Room A
  - Mar 30
  - Apr 13, 27
  - May 11, 25

- Jun 8, 22
  - Jul 6\*, 20           \* 4<sup>th</sup> of Jul week, should we move this to another date?
  - Aug 3, 17
  - Subsequent meetings to be scheduled as required
6. Public Comment
  7. Adjourn