

The Facilities Subcommittee of the TTF met on 13 Apr 2012. Members of the Subcommittee present at this meeting were:

TTF: Scott Sillars Hendricks Davis Yina Moore Bernie Miller,
Chair

 Alexi Assmus Marc Schiebner Marvin Reed Anne St. Mauro

KSS: Andrew Tucker, Ed Klimet

Several members of the staff, including the Borough Administrator, Bob Bruschi, and the Acting Township Administrator, Kathy Monzo, also attended the meeting.

Mr Tucker briefed the Subcommittee on the status of the work that is being performed by KSS under the contract approved by the municipalities to assist the Subcommittee in recommending how the staff of the merged municipalities can be accommodated in the existing municipal buildings.

The first task to be performed by KSS is to determine how the space in the existing facilities is being used. Mr Tucker distributed plan form drawings showing the use of the existing space by the municipal departments. In the next Phase 1 task, KSS will meet with the municipal departments during the week of 16 Apr in “focus group” sessions to determine inter-departmental relationships from the standpoint of locating departments in proximity of each other. The “focus group” discussion will also look at how the department interacts with the public as the user of consumer of the services provided. Mr tucker distributed a list of questions that are intended to draw out information for the participants in the ”focus group” discussions.

Members of the Subcommittee suggested to KSS that it would be a good idea to bring the public into the discussion of the interaction of the departments with the public as the users of the services may have a different perspective on the location of the departments than the municipal staff. It was pointed out that the TTF will be presenting the status of its work at a Princeton Future meeting on 5 may '12 and that this meeting could provide an opportunity to elicit input from the public. Mr Tucker and Mr Klimet said that KSS had experience in developing questionnaires for this purpose and offered to prepare a questionnaire that could be used at the Princeton Future meeting. Members of the subcommittee suggested that the questionnaire could be made available at other locations such as the Princeton Public Library and the CGR web site.

The Subcommittee discussed the need for the Subcommittee to make recommendations to the TTF on the location of certain critical functions such as the PD, PD Dispatch, the Court and Violations Bureau. Following this discussion it was the consensus of the Subcommittee to defer any recommendations to a future meeting.

The need for space for archived data was discussed and the Subcommittee asked that KSS consider this need in their study.

Bernie miller

Chair