

Center School Use Ad-Hoc Committee

Regular Meeting-DRAFT MINUTES

6:30 PM Tuesday, September 24, 2019

Brookfield Town Hall-Room 209

1. Call to Order

Chairman R. Zinser called the meeting to order at 6:30 p.m.

2. Roll Call

Present: Chairman R. Zinser, Vice Chair C. Zimmerman, Library Liason Y. Cech, L. Donovan, F. Farrell, D. Mortifoglio, R. Shahlamian, E. Sturdevant, and K. Archer

Absent: B. Macdonald

Also Present: Recording Secretary A. Kennedy

3. Approval of Minutes

September 5, 2019

F. Farrell made a motion to approve the minutes from September 5, 2019. L. Donovan seconded the motion and it carried unanimously.

4. Appointments

Secretary-No discussion.

5. Discussion

- **Organizations/Departments to Present to Committee**

- **Template to provide presenters**

- The Committee reviewed and discussed 2 templates and worked to finalize the survey form.

- **List of Organizations**

- The Committee discussed reviewing and updating the Organization List, and will respond to Y. Cech.

- **Invitations to present**

- The Committee discussed inviting three organizations to present at each meeting, and limiting the presentation to 10 minutes, followed by a Q&A session. The Committee will receive forms from each organization and review them, before scheduling an organization to present at a meeting.

- **Sub-Committee to organize above items**

- The following Committee members will serve on the sub-committee: F. Farrell, Y. Cech, K. Archer and L. Donovan.

- **Committee Ideas for Center School**

▪ **Action Learning Process (Loretta Donovan)**

L. Donovan discussed the process and importance of the Action Learning Process. She noted the current size of the Committee is perfect for this process, explaining that if the group is too large, not everyone will have a voice. She said each person's questions could work to stimulate more questions from other members. She posed a hypothetical situation for the group to think about and discuss and asked the members to formulate questions based on that situation. The Committee discussed the importance of the questions asked and ways to collect data and formulate analysis.

▪ **Brainstorming**

L. Donovan explained the Committee needs to understand exactly what they need to do and what is critical to solve the problem they are working on. Chairman R. Zinser said he thinks they need to determine the needs of the community and how Center School can be used to meet the needs of the Town/community. He said they also need to determine the best and highest use for the building. Y. Cech said she thinks they should create a matrix of needs. L. Donovan added that the matrix of needs should also show current capabilities and necessary changes. Vice Chair C. Zimmerman said they should consider allocating space for the library and other uses for the current library building. F. Farrell said they should look at the best and highest use, prioritized by the number of residents served.

The Committee members then discussed what the priorities should be. Chairman R. Zinser said he thinks they should start with the matrix of needs. The Committee discussed needing to know the needs, before looking into what the building can be used for in its current condition, and what, if any, changes would be necessary. E. Sturdevant noted that she is the Chair of the School Facilities Committee, and discussed their findings regarding the need for a new roof, new windows, etc. She also noted that their findings are aligned with the needs of a new school building, not for other uses.

Chairman R. Zinser said he would like to set a goal to have the Survey Form ready by the next meeting. He would also like to finalize the list of organizations to contact, and asked that anyone who has updates for the list should get that information to Y. Cech or Chairman R. Zinser, and the Committee can prioritize the list.

6. Public Comment

7. Adjournment

Chairman R. Zinser made a motion to adjourn at 7:51 p.m. C. Zimmerman seconded the motion and it carried unanimously.