

## MEMORANDUM

**TO: FILE**

**FROM: D. E. BERGER**

**SUBJECT: MEETING OF THE MUNICIPAL CAMPUS ADVISORY COMMITTEE HELD ON OCTOBER 18, 2011 AT 7:00 PM. PRESENT AT THE MEETING WERE MSES. ARLEN, BAIRD, AND BERGEY, AND MESSRS. ARLEN, DRAYTON, RITTENHOUSE AND SALOTTI. ALSO IN ATTENDANCE WERE COMMISSIONERS GILLIES AND STANDISH, MS. MCGARVEY AND MESSRS. CONNOR, TAYLOR AND BERGER.**

**DATE: OCTOBER 27, 2011**

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Mr. Berger provided a brief update on the activities related to the Committee that occurred over the past month. As a part of the October 10, 2011 workshop meeting of the Board of Commissioners, the Board agreed to move forward with meeting with the three architectural firm finalists on the evening of Thursday, November 3, 2011. Directly related, as a result of that confirmation, letters were sent to the three architectural firms inviting them to the meeting on November 3 and providing guidance to them on what specific issues they should address in addition to highlighting the talent and experience of their firm. The Committee thanked Mr. Fallon and Ms. Holland for drafting the letter to the architects which reflected the discussions of the Committee at their September 27, 2011 meeting. Committee members received a sample copy of the letter to the architects. Also related to the meeting with the architects, Mr. Fallon customized an evaluation template that can be utilized by the Committee and the Board of Commissioners when meeting with the architects in November. The evaluation template highlights the issues to be covered by the architectural firms and provides a maximum value to be scored in each category. Copies of the evaluation template were also distributed to the Committee.

Motion (Salotti-Bergey) carried unanimously to approve the minutes of the meeting held on September 27, 2011.

Each member of the Committee was provided an opportunity to provide his/her impression of the existing facilities maintained by the Public Works Department, Library, Police Department and Administration Department based upon their tour at last month's meeting. Some of the comments from the Committee included the following:

1. There is a clear need for improved facilities and an ability to expand the Public Works Department.
2. Given the existing and future programs at the library and community space, additional parking will be required for those uses.

3. It appeared that all of the municipal space had outlived its usefulness and needs to be updated to the 21<sup>st</sup> century.
4. The sitting areas and reference areas within the library are in great need of expansion and improvement.
5. The Township Building and receptionist area needs improvement.
6. The Public Works Department does a remarkable job working out of an inadequate facility. The Township needs to address the safety issues associated with the close quarters of the public works facility.
7. All the operating departments appear to be working in tight quarters.

A due diligence process was discussed by the Committee. No specified criteria were offered for the process, but utilizing the same evaluation criteria as discussed for the November 3 meeting may provide some assistance in a due diligence process. In addition to a review of the architectural firms, it may be important to understand how the other professionals within the group have worked with the architect on other projects. Professionals assigned to the project should be reviewed both as to their experience with their current firm and perhaps others firms in the past.

Ms. McGarvey indicated that she came across some due diligence processes found on the internet and will share this information with the committee. The Township staff can discuss performance by the architects with other municipalities. The Committee members can perform informal review through such things as internet searches. Township staff will try to secure a list of new municipal facilities for the Advisory Committee to tour.

As the work of the Township and Committee continues, it is important to engage the community as a whole in the review of the current facilities, the municipal programming as well as to solicit input on any future plans. A lengthy discussion ensued on methods by which the Committee can disseminate the information. Some of the ideas included: (1) the Township Newsletter, (2) future articles in the Springfield Sun and Enterprise, (3) an adamoto slide presentation on the website, (4) posters at the library and township building, and (5) tours to the general public to see the facilities.

Motion (Bergey-C. Arlen) that the following slate of officers would be selected for the Committee: Chairperson, Keith Fallon; Vice Chairperson, Mary Holland; Secretary, revolving members of the committee.

The Committee was reminded that the next meeting would be November 3, 2011 at 6:00 PM to meet with the Board of Commissioners and the top three architectural firms. The committee for the time being will meet on the first and third Thursday of the month until it is felt that the planning process is moving forward with the assistance of an architectural firm.

DEB:cmt  
10/27/11

