

The Facilities Subcommittee of the TTF met on 25 Apr '12. The meeting was attended by the following members of the Subcommittee:

Scott Sillars	Hendricks Davis	Yina Moore
Marvin Reed	Marc Schiebner	Anne St Mauro

The meeting was also attended by Andrew Tucker, the KSS Project Manager, and by several members of the staffs of the Borough and Township.

Mr Tucker reported on the status of the KSS work. He said that the "focus group" meetings with the municipal departments had been completed. The functional operations of the departments, space needs and issues such as safety requirements were reviewed. A summary of each meeting will be prepared by KSS. Preliminary reports indicating the current space utilization and anticipated needs for the merged Police Department and a Community Development Department were distributed and discussed. Members of the Subcommittee made several suggestions to improve the usefulness and understanding of the report format and data. Mr Tucker said that it appears that document storage will be an across the board problem that needs to be addressed. Mr Kiser said that the NJ Department of Archives and Records Management (DARM) had assisted the Township in purging its files when the Township moved from the Valley Road building to the new Township building in 2002. The knowledgeable person from DARM was able to expedite the process of destroying files that did not have to be retained and saved the Township many man-hours of labor reviewing the files before destruction and the expense of providing storage for files that were no longer needed. Mr Kiser reported that the Township Clerk's office had contacted DARM to see if we could get help from DARM in Sep '12 to review files for destruction in a manner similar to that done in 2002. DARM responded that their staff had been reduced and that they could not provide help on-site to assist in reviewing the files. Mr Miller responded that he would bring the problem to the attention of the DCA liaison to the TTF, Eugene McCarthy, and ask him to intervene on our behalf with DARM.

The issue of public input to the decisions about the location of departments in the two existing municipal buildings was discussed without resolution. It was pointed out by Mr Miller that the Subcommittee did not have the resources of volunteer labor, time or money to do a meaningful public survey. Various alternatives such as a focus group chaired by a volunteer from the League of Women Voters who does not live in Princeton was rejected. Mr Miller said that he would use the opportunity of the Princeton Future meeting on May 5th to try and elicit public comment and input on how the public uses the municipal facilities and on the location of municipal functions.

The need to start the process of tying down departmental and municipal function locations was discussed. Mr Miller asked that KSS be prepared for the next meeting of the Subcommittee on 11 May to present the data, options and issues concerning the possible location of the merged municipal court and the merged Police Department for discussion and the possible recommendation of a course of action by the Subcommittee to the TTF.

Bernie Miller