

Fairfield Hills Master Plan Review Committee MINUTES

**The Fairfield Hills Master Plan Review Committee held a Meeting on March 26, 2019
In the Parks & Rec meeting room, 3 Main Street, Newtown CT 06470**

These minutes are subject to approval at the next meeting.

Present: Deborra Zukowski, Neil Chaudhary (arrived 7:22 p.m.), Gary MacRae, Bob Bowen, Robert Rau, Rob Sherwood, Chandravir Ahuja

Absent: Doug Smith, Bryan Roth, Jeffery Jorgensen

Public Attendance: Ross Carley

Also Present: Kimberly Chiappetta, Clerk

The meeting was called to order at 7:10 p.m.

Public Participation

Deb asked Ross Carley (Chairman of the FHA) if there is any new activity on campus. Ross updated that the renovations have begun on Stratford Hall for the incoming brew pub.

Approval of Minutes

Chair Deb Zukowski asked for an approval of the minutes.

Wednesday, March 13th:

Rob Sherwood motioned to approve the minutes from March 13, 2019. Bob Bowen seconded the motion. Motion passed with all in favor.

Communications

None.

Old Business

Community Survey Preparation:

Deb began the meeting by going around the table to get everyone's thoughts on their experience in taking the draft survey.

Chand Ahuja began by telling everyone that it took him 9 minutes to take the survey, but the time may be unfair as he already has knowledge of the questions. He noticed that there were several questions marked delete. There is nothing excessive about the survey and does not feel he would have any opposition to minor changes. Overall he felt it was easy to read and the questions were good. Deb asked what browser was used and machine. He used Chrome and a standard Windows machine.

Rob Sherwood told members he liked the format; it read well and the graphics were well done. He expressed that number 29 lacked information for those who were not involved in the conversations. The map inserted at that point was too small. Rob said that the survey took him between 12 – 15 minutes but noted that he already knows the questions so was able to go through it fairly quickly. Rob used Chrome on a Mac and said everything was fine.

Bob Bowen said it flowed pretty well and he tried to pause and read each questions. It took him between 10 – 11 minutes. There was nothing particular that jumped out at him.

Gary MacRae said it took him about 15 minutes and said felt it should be kept to that limit. He recommended formatting differently to economize instead of removing questions. The description prior to the Commercial section is two paragraphs long and wordy and must be shrunk. The question that had the survey participant rank 1 – 6 took longer than all other questions, but may be a revalidation of the individual questions. Gary suggested that the question regarding the number of kids by age range should be updated to first have an option to select no kids. Gary used Chrome on a Windows machine.

Bob Rau said he was trying to resolve in his own mind the value that should be placed on questionnaire. In regards to questionnaire he felt it was fine. Bob used Safari on iPad.

Deb explained that she was using Chromium browser and was a little discombobulated because things would shift when wasn't expecting them. Nothing would scroll. Questions above and below the question in the middle would fade out. Auto-highlighting was disorienting. In question number 1 there were 3 answers: too much, just enough, and not enough. Deb asked if "n/a" could be added for those who have no opinion. She asked if the question on public education could be made clearer that it is regarding K – 12. This question is not related to having a college on campus. She requested the numbering be formatted differently, and Neil said that he would have to see what the software would allow. Deb told the committee the image of the map did not display for her, and Neil explained that this image was a temporary place holder. The Deb and members discussed the time take to answer the ranking question (1 – 6). Neil explained that this had been taken from the prior survey and could be changed.

Committee members reviewed and updated the following:

- Removed questions that were repetitive.
- Removed questions that had no relation to the Master Plan. (Ex. More road races)
- Merge related ranking questions.
- Add "no opinion" to questions where applicable.
- For sections with a preamble, update question to state "Considering the above".
- Re-organizing the sequence of questions.
- Updated verbiage to clarify questions.
- Updated information where necessary.
- Add previous and next buttons to top of page
- Correct scrolling issues

- Change background color

The group then discussed monitoring IP addresses to identify if a single location has taken the survey an excessive number of times, how to format questions to best capture quantitative results, and how to advertise the survey to the community.

It was agreed that preambles would be revised in the next meeting.

Deb reminded Ross that the Committee was still pending an updated demolition cost for Shelton Hall. Rob S. was assigned the task of creating a legible map for the survey.

Liaison Reports

Liaisons did not have anything new to report.

Public Participation

No additional public participation.

Discussion of Future Agenda Items

Finalize community survey.

Adjournment:

With no further business, Gary made a motion to adjourn. Neil seconded and the meeting was adjourned at 9:35 p.m.

*Respectfully submitted,
Kimberly Chiappetta, Clerk.*