

**Fairfield Hills Master Plan Review Committee  
MINUTES**

**The Fairfield Hills Master Plan Review Committee held a Meeting on April 10, 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, Gary MacRae, Bob Bowen, Robert Rau

**Absent:** Doug Smith, Bryan Roth, Jeffery Jorgensen, Rob Sherwood, Chandravir Ahuja

**Public Attendance:** Ross Carley

**Also Present:** Kimberly Chiappetta, Clerk

The meeting was called to order at 7:05 p.m.

**Public Participation**

Chair Deb Zukowski asked Ross Carley (Chairman of the FHA) if there is any new activity on campus. Ross had no new updates.

**Approval of Minutes**

Deb asked for an approval of the minutes.

*Wednesday, March 26th:*

Gary MacRae motioned to approve the minutes from March 26, 2019. Neil Chaudhary seconded the motion.  
Motion passed with all in favor.

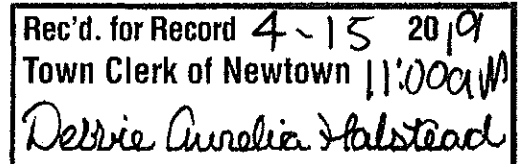
**Communications**

Deb reached out to members who have not been able to attend meetings. One member explained that he had been following the meeting minutes and recordings, but still offered to resign if the Committee had any concerns. Members agreed that it is critical that everyone attends the three meetings where recommendations will be determined. Deb will be reaching out to these members asking them to ensure they attend all three recommendation meetings.

If the survey is completed during this meeting, the next two meetings can be cancelled (Tuesday, April 23<sup>rd</sup> and Wednesday, May 8<sup>th</sup>) to allow time to collect survey results.

The three meetings where the recommendations will be made are: Tuesday, May 28<sup>th</sup>, Wednesday, June 12<sup>th</sup> and Tuesday, June 25<sup>th</sup>.

Bob Rau asked if the Legislative Council and Board of Selectman have any modification power. Deb explained that the Board of Selectman can accept or reject. If there is no specific cause for the Board of Selectman to reject then the recommendations go on to P & Z.



## Old Business

### **Community Survey Preparation:**

Neil began by telling everyone that he received feedback from members regarding grammatical errors. It was identified that question number 57 is actually a statement, so in theory the ranking doesn't work as well; however it can be kept as is.

Deb pointed out formatting issues she noticed in the on-line version of the survey.

### ***Committee members reviewed and updated the following:***

- Formatting so data is understandable/clear.
- Rewording to clarify.
- Select the map that best represents the areas in question.
- Ensured response options were consistent for each question.
- The content of all sections was completed with only minor formatting remaining.

Deb asked for a motion that the survey content at end of meeting be approved by the Committee subject to small typos. Rob B. entertained. Gary seconded. All in favor.

## Liaison Reports

Liaisons did not have anything new to report.

## Public Participation

No additional public participation.

## Discussion of Future Agenda Items

Deb asked members if it was reasonable to give the public one month to respond to the survey. Everyone agreed. Deb proposed the next two meetings be cancelled. Neil asked for assistance with disseminating the information. Deb said that there will be an interview published in the Bee. Neil asked if the First Selectman could have a blast email and post on the Town's website. Deb will be posting on various social media. Printed versions of the survey will be made available in the library, the senior center and the Municipal Center. Survey return boxes will be available at these same locations.

Neil moved to reconsider the last vote to add a question asking where survey participants heard about the survey. Deb asked for a motion to add this as the second to last question.

Neil motioned to reconsider the prior motion to add the question of where the respondent heard about the survey. Gary seconded. All in favor.

Neil offered to approach the Edmond Town Hall to see if it would be possible to communicate the survey on the screen prior to the movie. Deb will also write a letter to editor of the Bee. The group discussed survey collection and data entry.

The group discussed when the survey will be live. It was determined that the best case would be Friday, April 12<sup>th</sup> and worst case Monday, April 15<sup>th</sup>. Deb asked if there could be data at the next meeting on Tuesday, May 28<sup>th</sup>. After some discussion it was determined that the survey end date would be May 15<sup>th</sup> and that it may be

possible to have weighted data by the May 28<sup>th</sup> meeting. If not, the raw data could be reviewed. Neil pointed out that advertising of survey will be at a later time, so it will be a staggered roll-out.

Neil asked how distribution, collection and data entry of the paper surveys would be handled. It was decided that Gary would handle the senior center, Deb would handle the library and Municipal Center, and Neil would contact the Edmond Town Hall. Deb will be creating signs informing people of the survey that could be posted around town.

**Adjournment:**

With no further business, Bob B. made a motion to adjourn. Neil seconded and the meeting was adjourned at 9:46 p.m.

*Respectfully submitted,  
Kimberly Chiappetta, Clerk.*