



John Salomone  
Town Manager

# TOWN OF NEWINGTON

131 CEDAR STREET  
NEWINGTON, CONNECTICUT 06111

## OFFICE OF THE TOWN MANAGER

### MEMORANDUM

To: John Salomone, Town Manager  
From: Jaime Trevethan, Asst. to the Town Manager - Administration JCT  
Date: November 6, 2014  
Re: Status Report – Focus Groups

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As of the writing of this memorandum, 40 Town residents have volunteered to serve on focus groups for the Town Hall renovations project.

The focus group sessions have been scheduled for the following times and dates in conference room L-100 (lower level), Town Hall:

- Wednesday, November 12, 2014 at 6:30 p.m.
- Thursday, November 13, 2014 at 9:00 a.m.
- Saturday, November 15, 2014 at 9:30 a.m.

Each participant has chosen one session to attend. Sessions are expected to take approximately 2-3 hours.

The focus group's purpose is to collect fresh ideas and information regarding the project from residents who believe they can provide insights and ideas for the Town to consider. Each group will be staffed by a neutral facilitator from Decision Point, LLC of Wethersfield CT. The facilitator will ask open questions to the group. Participants will be given the opportunity to answer and to respond to answers given by other members of the focus group. The facilitator will explain the format and general focus group rules of procedure at the beginning of each session.

At the conclusion of all three sessions, the facilitator will prepare a report containing the ideas discussed during the sessions. This report will be submitted to the Town Council and Town Hall Renovations Project Building Committee for discussion and consideration of the ideas discussed.

cc. Jeff Baron, Director of Administrative Services