

**Minutes from Downtown 2020 Committee Meeting February 21, 2013  
Room # 309 at 8:00 AM**

In Attendance: Lou Gagliano (chair by phone), Bob Jacobs, Gerry Kagan, Ken Bernhard, and Dan Kail

Absent: Craig Rebecca Schiavone, and Valerie Smith-Malin

Summary of Minutes

1. Minutes of the meeting of 2/7/13 was reviewed and approved without change.
2. Comments from members who attended the RTM LRP meeting of 2/19/13 indicated that the RTM group still supports our efforts to move towards a funding request from the Town. There is a continued shift of support for our work given all projects including the agenda item the RTM LRP heard from the Westport Arts Center for a location near the Library on Jesup Green. At this meeting Gordon spoke to the need for coordination of planning into a Master Plan proposed by our group. Ken Bernhard and other members indicated need to continue to build momentum for their support as well as P&Z and BOF.
3. Chair noted progress towards the RFP, which he drafted and has sent onto town administration for edits and finalization. He hoped that this would be issued on our about March 1<sup>st</sup> and is in contact to follow its progress. Members of the committee asked for a copy of this updated draft, and the Chair agreed to provide it to them. He noted that a copy was sent onto Larry Bradley P&Z Director for his input.
4. Chair asked its members to look at the RFP sections dealing with the traffic planning, qualifications of the consulting candidates who would respond, and the deliverables from the work plan provided in the RFP.
5. Cathy Walsh, Chairman of the P&Z Commission, who was in attendance commented that the P&Z is very concerned about the traffic planning portion and congestion issues that already exist not just in the downtown area, but a

number of other locations within town. She felt that it was a good idea to coordinate our efforts with their concerns in order to plan effective for improvements to these problems. She also noted that the Commission was working on tightening up related standards and that the Commission was concerned and was looking at ways to preserve the view of the river in light of many of the development projects occurring in the downtown area. Committee agreed that these were important and joint areas of cooperation between the groups. Cathy indicated that it might be possible to secure some grant funds for this type of traffic study through SWRPA, and will investigate and advise. A baseline traffic study with recommendations for improvements and to use as a standard for future development projects was viewed by both Cathy and the Committee as to viable way that future development projects would need to provide comment and proposed alleviations. There was an expression of timing being critical to effective move forward on this joint planning effort.

6. Cathy left the meeting in pursuit of meeting with Larry Bradley to see within the next several public meetings of the Commission when our group to come to discuss joint efforts. The next meeting was 3/7 followed by a meeting on 3/14 and 4/4. Cathy will advise of which meeting this type of discussion would be possible.

7. Mike Calise member of the public spoke on the need of not just concentrating on the downtown area with respect to the traffic and congestion issue. He noted that many retailers on Post Road East and West suffer from the same congestion issues. Chair noted while this is an issue of concern our Charge limits our work to the downtown area and suggested that Mike raise this issue in a public meeting on the subject of traffic planning with the P&Z Commission.

8. Dewey Loselle a member of the public and of the RTM LRP Committee pointed out that it would important for our group to coordinate with P&Z on these issues, as it will continue to build support for our planning efforts.

9. It was agreed by consensus of the members in attendance that we should move to increase our efforts with P&Z over the next 30 days ahead of pursuing renewed funding request of the BOF.

10. Gerry Kagan indicated that we needed to make sure that the proposals from the consulting groups all provided common summary of their project costs including showing separately their traffic-planning portion. He also suggested that in addition to the verbal communication provided by the Chair to the three consulting groups who have provided a proposal that a formal letter explaining the RFP process and their resubmissions be sent to them. Chair to draft letter and send it onto the legal department of the administration for review.

11. Milone and MacBroom's resubmitted proposal following our meeting of 2/7 with them was summarized by the Chair. Overall they reduced their fee by \$10,000 to \$185,000 plus a \$5,000 out of pocket provision. As not all members have received copies of the resubmission, Chair to contact principal of the firm and have copies mailed to the members.

12. Chair noted that any new firms that respond to the issued RFP would be reviewed in terms of their qualifications and interviewed by the group as appropriate.

13. Meeting was adjourned at 9:15 AM.