

**Minutes from Downtown 2020 Committee Meeting June 26, 2013  
Room # 309 at 8:15 AM**

In Attendance: Lou Gagliano, Ken Bernhard, Gerry Kagan, Dan Kail, and Jessica Newshel

Absent: Bob Jacobs and Craig Rebecca Schiavone

Summary of Minutes

Actions Taken

1. Minutes of previous meeting of June 13, 2013 were approved without change.
2. It was decided to established July PM interview dates with the three consulting groups being considered for the engagement. Specific dates to be fixed, preliminary dates are July 17 Milone and MacBroom, July 22 PJ Smith and July 24 RBA Group. These would be public meetings, televised, with portions of the time set aside for questions of the consulting groups by community members. A formal community group invitation list will be prepared and invitations sent, and a public information campaign structured to draw attendance.
3. Chair will draft a letter of request to the Selectmans Office to authorize having the three July sessions televised.
4. Chair was authorized to draft a letter to the Consultants informing them of the meeting dates, format and request for them to present a 15-minute introduction. Following drafting Chair to distribute to members for comment.
5. The Kagan deliverables document was redistributed following edits made and suggestions of our last meeting. Chair noted that the Vision Section was moved forward to #1 following previous Committee comments.

Other Items Discussed

1. Chair covered discussions at last Thursday's P&Z meeting dealing with Bedford Square approval process. Copies of the Commission's Traffic Peer review consultant were distributed. The Chair noted the comment of the consultant in which he suggested that the traffic patterns taken into considerations should include other intersections in order "to understand the anticipated impact as part of the Downtown 2020 Master Plan being contemplated by the Town of Westport." Also discussions of whether second story retail should be considered as being within the ongoing ability of the developer as a pre-existing condition of the soon to be former owner the YMCA was questioned.

2. Chair noted E mail from Chairman of the P&Z informing that the Commission sub-committee on Downtown would be formed at this upcoming week's meeting. Chair noted that we would work towards collaborating and communicating with this subgroup of the Commission.

3. Chair passed out newspaper article on proposed Master Planning effort for the Compo Beach area. He also noted one of their selection candidates is RBA, also one of the candidates for Downtown 2020 engagement. It was suggested that we reach out to the Compo steering group to see if there are any synergies. Chair to follow up.

4. Chair provided Mr. Kagan with copies of the two RFP proposals to move and repurpose the Gunn property. He asked Mr. Kagan to provide comments ahead of First Selectman meeting of this Friday in order to provide any relevant thoughts.

5. Results of background checks of the three consulting candidates indicated that the comments were positive reinforcing our feeling that these three should continue to be pursued.

6. Discussions followed on the process of selection of a final group. It was agreed that the evaluation scorecard drafted by the Chair be used for this purpose. The Chair and members of the Committee discussed the concept of Vision versus nuts and bolts skills of the candidates and the importance of these in our evaluation. Group on balance agreed that both were important but that Vision was a stronger attribute we needed to evaluate among the competing groups.

7. The funding path was outlined and it was agreed that we need to develop a sales document to make approval bodies whether it be the BOF or the RTM understand the importance of the Master Planning process. Chair noted certain approval body members have raised the issue of whether the developers should pay for the study. The Committee believes that this is not appropriate and that a substantial portion of the funding needs to come from the town. We need to continue to think about the sales document as we approach our final selection and request for funds.

Meeting was adjourned at 9:22 AM.