

**Minutes from Downtown 2020 Committee Meeting September 4, 2013**

**Room # 201- A at 8:15 AM**

In Attendance: Lou Gagliano (Chair-by phone), Ken Bernhard, and Jessica Newshel

ALSO IN ATTENDANCE: Members of the RBA Group including David Lapping

Absent: Gerry Kagan, Dan Kail (Attending PIC meeting to represent Committee-held at the same time), Robert Jacobs, and Craig Rebecca-Schiavone,

Summary of Minutes

Actions Taken

1. Minutes from the meeting of 8/29/13 were approved without changes.
2. Discussions began as to the planning for the meeting of the P&Z Commission of 9/12/13. To date the Chairman had not heard from the Chair of the Commission as to the nature of Downtown 2020 participation or need for a presentation to the Commission. It was agreed that the Chair would follow up including contact of the Planning Director. Chair again suggested that the Committee be present even if it was only to hear Commission comments. A small group of members will attend including some presence of RBA members.
3. David Lapping (RBA) suggested that given the short time frame to complete a baseline study by Thanksgiving, the time required in their professional view to be effective, that he request and his group begin to review certain traffic studies recently completed by groups including CONNDOT. Chair requested that David put this in writing and that he would request that the Selectman approve this in order to give it appropriate support. RBA members were thanked for this effort as they

were doing it to further the completion of the Commission desired baseline traffic study early in the master planning process, and without a financial commitment at this point in time.

4. Ken Bernhard suggested that RBA develop a three-paragraph letter concerning the timing of the baseline traffic study and its completion prior to the Thanksgiving deadline due to changes in traffic patterns. Also, their feelings about the need to do the baseline study within the context of a complete and full master planning process. David Lapping said they would complete this in the next 24 hours. Consideration was given to providing this document to the Commission and ahead of the meeting of September 12<sup>th</sup>.

5. Discussion turned to approval of funding for the project. Chair requested that the Committee decide the amount to be requested. He started the discussion by suggesting \$130,000, which in combination with the \$65,000 of funding rose to date by the Committee provided coverage of the \$178,500 RBA budget plus a 10% contingency. After some discussion members of the Committee felt that a larger contingency would be appropriate and the amount of \$150,000 was proposed providing a 20% contingency. The proposal for this request of funding that would be sought from the BOF and RTM passed unanimously by the Committee.

6. The Committee decided to seek funding approval as soon as possible and by early October so that the study could be begun and the baseline traffic study that the Commission desires completed by the deadline of Thanksgiving as indicated by the RBA Group. Chair will pursue the scheduling of such meetings with the BOF and RTM and coordinate this request through the First Selectman.

#### Other Matters Discussed

1. Randy Henkels, Chairman of the HDC, suggested that it was important that the Committee's planning efforts and that of the HDC be integrated. The HDC Village District initiative is supported by a \$50,000 grant, which was in part awarded to the HDC due to the efforts of the Committee in raising the issue and need to complete a master planning process for downtown. Randy Henkels advised that the HDC is willing

to support the Committee's request for funding and looked forward to working together. Chairman of Downtown 2020 thanked Randy for his comments and offer of help and said he would advise the HDC as to their help in our funding request process.

Meeting was adjourned at 8:50 AM.