

Agenda  
Farmington Village Center Committee  
August 1, 2018  
Town Hall Council Chambers  
7:00 PM

- A. Call to Order.
  - B. Introductions / Organizational Process.
  - C. New Business.
    - 1) To review and adopt the Rules of Procedure.
    - 2) To review the charge of the Committee.
    - 3) To create a sub-committee of the Farmington Village Center Committee to review the charge regarding quality of life enhancements.
    - 4) To discuss the committee's next steps.
  - D. To establish the committee meeting schedule (please bring your calendars).
  - E. Public Comment.
  - F. Adjournment.
- cc: Committee Members  
Paula Ray, Town Clerk

MOTION:

Agenda Item C-1

To adopt the attached Rules of Procedure.

/Attachment

**RULES OF PROCEDURE**  
**Farmington Village Center Committee**

**I. Officers**

- A. Unless otherwise specified by Charter, Code, or appointing body committees, boards or commissions usually have a chairperson, a vice-chairperson, and a secretary. The members of the committee, board or commission at the first meeting normally elect these. In some instance, the appointing authority designates the chairperson. Election of officers shall be by open ballot.

**Bruce Charette, Chair**

- B. The chairperson presides at meetings and makes official communications on behalf of the committee, board, or commission representing the group consensus at all times, not his or her personal position. The chairperson is not an administrative official with directive or operating authority, so other members should not burden the chairperson with expectations of getting things done. Similarly, the chairperson or any member should not attempt direction of Town operations.
- C. The secretary of committees, boards, or commissions should be responsible for the writing and filing of approved minutes with the Town Clerk unless other arrangements have been made.

**Town Manager's Office**

**II. Quorums**

- A. At its first meeting a committee, board, or commission should establish the number of members to make a quorum. A quorum usually is a bare majority of the membership or some larger number of members if the committee, board, or commission so chooses. No vote may be taken or meeting held of a committee, board, or commission unless a quorum is present.

**9 Voting Members**

**5 Member Quorum**

**III. Agendas**

- A. The committee, board, or commission must determine who is responsible for creating, distributing, and posting the agendas for meetings.

**Creation of agenda by the Chairperson of the Committee  
Town Manager's Office will distribute and post. Members are asked to  
give any items for the agenda to the Chair of the Committee 7 days prior  
to the meeting.**

**IV. Attendance**

- A. Committees, boards, or commissions should establish rules governing attendance requirements for its members.

**Attendance is strongly urged. Two (2) unexcused absences, as defined by the Chairperson, may result in the loss of appointment. If at all possible, members should contact the Chairperson at least 24 hours prior to a missed meeting. Finally, conference calls are an acceptable form of attendance as a last resort.**

**V. Freedom of Information Laws**

- A. Committees, boards, or commissions should familiarize themselves with the basic requirements for meetings and minutes and make sure any rules of procedure established conform to the law. The Town Clerk is the Freedom of Information liaison for the Town of Farmington and can be used a resource in this area.

**VI. Charter/Code**

- A. Committees, boards, or commissions should familiarize themselves with the Charter and Code of the Town of Farmington, especially Chapter 24, Ethics to make sure any rules of procedure are not in conflict with the Charter or Code of the Town of Farmington.

**VII. Robert's Rules**

- A. Committees, boards, or commissions should use Roberts Rules as a guide for running their meetings.

MOTION:

Agenda Item C-2

To review the overall charge of the Committee.

NOTE:

The Committee will first review the overall charge of the Committee. Bill Warner, Town Planner, will then give a presentation to the Committee that will focus on Charge 1 of the Committee:

Charge 1:

“The Committee will develop recommendations to the Town Council regarding the future use of the Parson’s property including ownership, control, and use”

This presentation will include the following:

- 1) Background summary of what has been done to date;
- 2) How the property has been zoned, what uses are allowed, height, density, etc.;
- 3) Review of Gateway Committee work and the conceptual plans that have been created;
- 4) Traffic and public parking;
- 5) Summary of Department of Transportation Process- Sale of Land; and
- 6) Pros and cons of ownership of property.

/Attachment

**FARMIINGTON VILLAGE CENTER COMMITTEE  
CHARGE OF THE COMMITTEE**

1. The Committee will develop recommendations to the Town Council regarding the future use of the Parson's property including ownership, control and use.
2. If Town Council determines ownership is in the best interest of the Town of Farmington, the Committee will identify the steps necessary to transfer the property from the State of CT to the Town of Farmington in the most expeditious and cost-effective manner and report back to the Town Council on their recommendations.
3. If the property is transferred to the Town of Farmington, the Committee will follow up on the successful planning workshops conducted in 2015, review the findings and listen to the community to understand the types of uses for the Parsons property which would enhance the Village and report back to the Town Council on its findings.
4. Based on those findings and direction from the Town Council, the Committee will conduct a process to identify a preferred developer to partner with the Town to secure and develop the Parsons property in a manner which complements the historic buildings and the historic district and defines the most prominent entry into Farmington as a place of high quality, beauty, and character.
5. The Committee will recommend the preferred Developer to the Town Council for approval. Based on that approval the preferred Developer will work with the Committee on the Proposal which would then proceed through the Town Plan and Zoning process and subsequently be approved by the Town Plan and Zoning Commission.

And,

The Committee will recommend quality of life enhancements (sidewalks, street trees, landscaping, street furniture, historic markers, way finding signage and universal design improvements) for the Farmington Village Center Study area.

And,

To complete the various aspects of this charge the Committee will frequently conduct public participation/community outreach to ensure that the community is engaged in the process.

And,

**FARMIINGTON VILLAGE CENTER COMMITTEE  
CHARGE OF THE COMMITTEE**

Based on the community outreach the Committee is encouraged to propose other recommendations to the Town Council or Town Plan and Zoning Commission for the Farmington Study area based on information gathered.

MOTION

Agenda Item C-3

To create a sub-committee of the Farmington Village Center Committee to review the following:

“The Committee will recommend quality of life enhancements (sidewalks, street trees, landscaping, street furniture, historic markers, way finding signage, and universal design improvements) for the Farmington Village Center Study area”

With the following members:

\_\_\_\_\_, Member

\_\_\_\_\_, Member

\_\_\_\_\_, Member

NOTE:

I recommend that a small subcommittee of the Farmington Village Center Committee be created to begin the process of studying potential quality life enhancements for the Farmington Village Center study area.



MOTION:

Agenda Item C-4

To discuss the committee's next steps.

NOTE:

For discussion:

1<sup>st</sup> September Committee Meeting:

Public Participation on Charge 1

"The Committee will develop recommendations to the Town Council regarding the future use of the Parson's property including ownership, control, and use"

2<sup>nd</sup> September Committee meeting:

The Committee will begin to develop recommendations to present the Town Council. If possible, the goal would be to present these recommendations to the Town Council at an October Town Council meeting.

MOTION

Agenda Item D

To approve the committee meeting schedule.

NOTE:

Please bring your calendars.