

Agenda
Farmington Village Center Committee
December 4, 2018
Town Hall Council Chambers
6:00 PM

Please Note Time Change

- A. Call to Order.
 - B. Public Comment.
 - C. Reading of the Minutes.
 - 1) To approve the attached October 11, 2018 minutes.
 - D. Executive Session: Review and Discussion of RFQ Responses for Farmington Village Center Committee - Landscape Architect Services in accordance with Conn. Gen. Stat §§1-200(6) and 1-210(b) (24).
 - E. To select the final candidates for interviews.
 - F. To discuss and approve the interview process as attached for the January 10, 2019 Farmington Village Center Committee.
 - G. Public Comment.
 - H. Adjournment.
- cc: Committee Members
Paula Ray, Town Clerk

Town of Farmington
Farmington Village Center Committee
October 11, 2018

Present

Bruce Charette Brian Connolly
Nancy Nickerson John Renehan
Kevin Ray Betty Coykendall
Liz Sanford
Ruth Grobe

Staff

Kathy Eagen
Bill Warner
Rose Ponte

A. Call to Order

Chairman Charette called the meeting to order at 7:00 PM.

B. Reading of the minutes

- 1) To approve the attached September 17, 2018 minutes
A motion was made and seconded (Ray /Connolly)
 - a. **Motion carried unanimously.**

C. Old Business

1) Update from the Quality of Life Committee

The Quality of Life Committee met earlier in the evening. They reported that during their meeting, Russ Arnold gave a short presentation about the Country Club of Farmington's entrance and exit. As part of the Route 4 DOT project, the Country Club of Farmington's entrance and exit will be changed. The new changes will allow for safer entrances into the Club. The DOT is expected to complete these changes by fall 2018.

The Quality of Life Committee developed a matrix with listed streetscape improvements. They prioritized all the items and the matrix will be included in the RFQ for landscape architect services.

D. New Business.

1) To approve the RFQ for landscape architect services.

A motion to approve the RFQ for landscape architect services as amended by the Quality of Life Committee was made and seconded (Sanford/Nickerson)

Committee members discussed the RFQ and agreed with the amended language. The amended language included requiring the consultants to present more than one option design and that applicants have demonstrated experience with similar period appropriate streetscape design within the past 5 years and familiarity with Universal Design Principals. The RFQ respondents will have a November 30 deadline; the RFQs will be reviewed and short listed by the Committee in early December and interviews will be conducted in early January. Committee member suggested that after the landscape architects are hired they should plan to meet with the Historical Society and FVGLA to make sure that everyone is on

the same page so that we have as much cohesiveness as possible throughout the study area.

2) Update on the Resolution to the Town Council regarding stating the process of taking ownership of the Parsons property from the State of Connecticut.

Chairman Charette explained that during the October 9, 2018 Town Council meeting the Council voted to start the process of taking ownership of the Parson's Property from the State of CT. Kathy Eagen explained that we are working closely with our Brownfield's consultant and will be scheduling several meeting within the next few weeks with DOT, DEEP and DECD. We will be applying for a Brownfield's grant from DECD for assessment funding. Ms. Eagen explained the timeline is tight because the grant is due on October 30. She is confident the grant will be submitted in time.

3) To discuss the Unionville- Farmington Center – UCONN Health Multi-Use Trail.

Bill Warner presented the Unionville- Farmington Center – UCONN Health Multi-Use Trail concept. He explained that there are several trails that currently exist in town. The new concept could connect all these trails and has the potential to transform the way people move through town. Discussions among the committee included the economic development benefits that the trail would provide, the attraction to a younger workforce, and the valuable asset the trails are in Town. The committee members were very positive about this concept.

4) To review the Frequently Asked Questions and Answers

Ms. Eagen explained that the staff is always looking to improve the FAQ section by making it more user friendly and keeping it clean and current. Additional questions are added as needed. Two questions have recently been added. The first is related to the easement on the Parson's Property and the second explains the Farmington Village Zone and the Farmington Village District Overlay Zone. Setbacks and building height requirements for each of the zones have been outlined in the FAQ. Chairman Charette pointed out the importance of promptly addressing rumors and misinformation. He feels the FAQ document will be very beneficial in correcting misinformation and dispelling incorrect rumors.

E. To approve a Meeting Schedule.

A motion was made and seconded – (Grobe/ Connolly) to approve a December 4 and a January 10 meeting schedule. The motion carried

The committee decided the next meeting would take place on December 4, 2019 @ 7:00 PM and the following meeting on January 10, 2019 @ 6:00 PM

F. Public Comment.

Ann Newbury, Hatters Lane, stated the importance of adding new sidewalks from Main Street to CVS. She thinks we need to prioritize this on the matrix and change it from medium priority to a high priority.

Joann Lawson, Praddling Pond Road, attended a community outreach hosting by CRCOG detailing the CRCOG's Route 4 Transportation Safety & Improvement Study. During that

meeting the DOT outlined plans for additional trails that will improve pedestrian connectivity in the area of UCONN Health.

F. Adjournment.

A motion was made and seconded by (Ray/ Renehan).

a. Motion carried.

The meeting was adjourned at 8:05 PM

**Respectfully submitted,
Rose Ponte**

DRAFT

MOTION:

Agenda Item D

Executive Session – To review and discuss RFQ Responses for Farmington Village Center Committee - Landscape Architect Services

To adjourn the meeting to executive session as permitted by Connecticut General Statutes Section 1-200(6) and 1-210(b)(24).

Responses to any request for proposals or bid solicitation issued by a public agency or any record or file made by a public agency in connection with the contract award process, until such contract is executed or negotiations for the award of such contract have ended, whichever occurs earlier, provided the chief executive officer of such public agency certifies that the public interest in the disclosure of such responses, record or file is outweighed by the public interest in the confidentiality of such responses, record or file;

That attendance in the Executive Session shall be limited to:

Voting and Non-Voting Members of the Farmington Village Center Committee

NOTE: Approval of this motion shall be by 2/3 vote.

* Please bring a completed RFQ Scoring Matrix for each firm to the meeting.

MOTION:

Agenda Item E

To select the following firms for an interview on January 10, 2019 at 6:00 p.m. with the Farmington Village Center Committee for the Landscape Architect Services:

NOTE: The committee will determine the number of firms and which firms are selected to proceed.

Please note that all interviews will be conducted in public.

MOTION:

Agenda Item F

To discuss and approve the interview process for the January 10, 2019 Farmington Village Center Committee.

NOTE: Interview Process:

1. 15 Minute Presentation by the applicant.
2. 15 Minute Q&A relative to the scope of services presented.
3. Executive Session to:
 - 1.) Rank the applicants.
 - 2.) Open fee proposals.
 - 3.) Determine top applicant.
4. Come out of executive session and authorize Town Manager to negotiate contract with top applicant.

This is a suggestion for the interview process. Further discussion and modification is possible at the meeting.