

Minutes
Farmington Village Center Committee
December 4, 2018

Present

Bruce Charette
Nancy Nickerson
Kevin Ray
Liz Sanford
Sarah Jean Willett

Brian Connolly
John Renehan
Betty Coykendall
Ruth Grobe

Staff

Kathy Eagen
Bill Warner
Rose Ponte
Anna Savastano

A. Call to Order.

The chair called the meeting to order at 6:00pm.

B. Public Comment.

None.

C. Reading of the Minutes.

1) **To approve the attached October 11, 2018 minutes.**

Upon a motion made and seconded (Ray/Nickerson) it was unanimously VOTED to approve the October 11, 2018 minutes.

Sarah Jean Willett abstained, as she was not at the last meeting.

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).

Upon a motion made and seconded (Ray/Corbett) it was unanimously VOTED: to move to Executive Session for the review and discussion of RFQ Responses for Landscape Architect Services at 6:03 p.m. with attendance limited to voting and non-voting members of the Farmington Village Center Committee.

The Committee returned to Open Session at 6:45 p.m.

E. To select the final candidates for interviews.

Upon a motion made and seconded (Sanford/Corbett) it was unanimously VOTED to: select the following firms for an interview on January 10, 2019 at 6:00 PM:

- 1) BSC Group
- 2) Freeman Companies
- 3) Richter & Cegan

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

Kathy Eagen explained the suggested process for the interviews. The firms will be interviewed in alphabetical order, and each will be 30 minutes. Each firm will give a 15 minute presentation,

followed by 15 minutes of question and answer. There was general discussion about what questions should be included in the interview. Committee members agreed that the firms should wait outside when not presenting. Kathy Eagen said that staff can provide a list of suggested questions for the committee to use during the interviews.

G. Public Comment.

Katie Bradley, 9 Waterville Road, stated that she was pleased with the firms that were selected to proceed in the interview process.

H. Adjournment.

Upon a motion made and seconded (Nickerson/Sanford) the meeting adjourned at 7:10 p.m.

Respectfully Submitted,

Anna Savastano

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Management Assistant

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