

**DOWNTOWN RIVER-HIGH STREET DEVELOPMENT COMMITTEE
REGULAR MEETING
JANUARY 15, 2016**

I. Call to Order

The Downtown River-High Street Development Commission held its Regular Meeting on Friday, January 15, 2016 at the Parsons Government Center, 70 West River Street, Conference Room B, Milford, CT. Julie Nash called the meeting to order at 8:31 a.m.

Committee Members Present

Peter C. Smith
John Knuff
Richard F. Jagoe, Jr.
Amanda L. Root
Joseph M. Agro, Jr.

Also Present

Julie Nash, Director Community Development
Toni Weeks, Law Department Paralegal

II. Introductory Comments

Julie Nash commented that the properties had been purchased in October and the Committee would now look to future plans. She explained the commercial building on River Street is leased and will continue until all leases run out in 2018. Department of Public Works demolished the High Street building and cleared the vacant lot to accept parking. The lot is manned Monday through Friday by the former owner's parking attendant. The purpose of the Committee is to look at the development potential for the properties which will have a number of layers.

Ms. Nash went on to discuss the TOD planning grant would be the first order of business. Mr. Knuff asked if it was the City's intent to own or sell. Ms. Nash explained all would be considered and the option in the City's best interest would be given to the Board of Aldermen for consideration. Mr. Knuff asked if there was a target number of parking spaces. Ms. Nash responded approximately 380 spaced, 460 without the commercial building.

The Committee Members each discussed their backgrounds and what they envisioned for the Committee and downtown parking.

III. Public Comment

None.

IV. Organizational Discussion

a) Meeting Time/ Dates – Julie Nash asked that the Committee discuss meeting dates and time. After some discussion the Committee agreed 8:30 a.m. on the second Friday of each month would work the best. Ms. Nash explained that any meetings requiring public input would be scheduled in the evening.

b) Officers – Julie Nash requested nominations for the election of officers.

Joseph Agro and Amanda Root made and seconded a motion to nominate Peter Smith as Chairman.
Motion carried unanimously.

Joseph Agro and Richard Jagoe made and seconded a motion to nominate John Knuff as Vice-Chairman.
Motion carried unanimously.

c) Scope of Committee – Chairman Smith suggested that a written scope would be best and he would draft and circulate for the next meeting. Chairman Smith asked that each member discuss with the Committee their thoughts on what the charge of the Committee should look like. Discussion ensued.

V. Project Discussion

Joseph Agro discussed partnering with the State and blending the properties. John Knuff indicated he is familiar with professionals that can help with design, construction, and the like. Chairman Smith commented that this is an interesting parcel, expansion is necessary to move to the next level. He likes the idea of partnering with the State. Joseph Agro commented that it was important to be aware of the private parking lots around the area. Chairman Smith commented a plan was needed, railroad parking is usually all day, and economic development parking would bring business to downtown. Amanda Root commented that all types of parking uses should be considered, daytime, nights, weekends. Julie Nash commented that parking analysis had been requested as part of the TOD grant, however it was not awarded. Richard Jagoe commented that he agrees with all other comments and just wants to be certain what is built is attractive and fits downtown. Chairman Smith suggested talking with DOT. Julie Nash commented that Metro/North may also be a good partnership. Joseph Agro discussed various type of lease options, collection of taxes and keeping a local touch. Mr. Agro shared conceptual drawings he had from his prior ownership of the River Street properties.


VI. TOD Planning Grant

Julie Nash provided copies of a draft RFQ for market analysis and conceptual site plan. Ms. Nash asked that all members review the RFQ and provide her with feedback. Discussion ensued.

Joseph Agro and Amanda Root made and seconded a motion to recommend to the Mayor that the RFQ be published.
Motion carried unanimously

Being no further business, Joseph Agro and Richard Jagoe made and seconded a motion to adjourn. Motion carried unanimously. The meeting adjourned at 9:25 a.m.

Respectfully submitted,



Toni Jo Weeks
Recording Secretary