

**DOWNTOWN RIVER-HIGH STREET DEVELOPMENT COMMITTEE  
REGULAR MEETING  
JANUARY 12, 2018**

**I. Call to Order**

The Downtown River-High Street Development Commission held its Regular Monthly Meeting on Friday, January 12, 2018 at the Parsons Government Center, 70 West River Street, Conference Room B, Milford, CT. Chairman Smith called the meeting to order at 8:38 a.m.

**Committee Members Present**

Peter Smith, Chairman  
Joseph Agro, Jr.  
David Fernandez  
Ald. Raymond Vitali  
Ald. Bryan Anderson  
Richard Jagoe  
Amanda Root  
John Knuff

**Also Present**

Ms. Nash, Community Development  
Henry Jadach, Transit

**II. Committee Approval**

**a. Minutes from November 17, 2017 Meeting**

Tabled.

**III. Chairman Smith's Report/Introductory Comments**

Chairman Smith reported he gave a brief presentation to the Board of Aldermen at their January 8, 2018 meeting. He stated he would be going to the Planning and Zoning meeting next week to present to them and make their Board aware of the January 18<sup>th</sup> meeting and awareness of the report/plan from B & L.

**IV. Public Comment**

None.

**V. Standing Items**

**a. Discussion of Final Draft Report**

Chairman Smith stated he was hoping for a decent crowd on the 18<sup>th</sup> and stated he hoped there would be good conversation with the public and committee members as well as B & L.

Mr. Agro stated it was important to point out this project is not just about a building, but multiple facets of enhancing Milford's downtown. A brief discussion ensued.

Attorney Knuff asked what follows the January 18<sup>th</sup> meeting.

Ms. Nash referred Attorney Knuff and the Committee members to the handout which showed the RFQ timeline. She asked each committee member to peruse the handout and get back to her with any comments.

Attorney Knuff asked the process for broadcasting the RFQ.

Ms. Nash stated along with the City's Purchasing Agent, there were development contact lists, the State SCRCOG, Regional Economic Commission, colleagues, etc.

Mr. Fernandez expressed concern with making sure the data is available to all for the January 18<sup>th</sup> meeting. He also stated making the general public aware of the economic impact was important as well. Discussion ensued.

Ald. Anderson suggested meeting with the two caucuses.

Ald. Vitali commented all stakeholders needed to do their due diligence and being involved. Discussion resumed.

Chairman Smith reported the final draft is still being tweaked.

Ms. Nash stated she was expecting to receive the draft early next week.

Chairman Smith commented it was important to have the final draft prior to January 18<sup>th</sup>.

**b. Review of RFQ**

Ms. Nash referred the Committee members to the "draft" Request for Qualifications for the Committee to review and provide comment. She stated one of the questions to shape the RFQ is whether or not this is a lease or sale, or if both were being included.

Mr. Agro asked the constraints on the grant if the property is sold.

Ms. Nash explained the 10 year window whether it is a lease or sold. She stated the main component is parking.

Mr. Jadach pointed out there is not that acute need for parking as there once was. Discussion ensued.

Chairman Smith stated the consensus following discussion is to incorporate both lease or sale into the RFQ, with a focus on ample parking.

Ms. Nash added the Mayor wanted to include “New England Charm/Character.” Discussion ensued.

Chairman Smith asked all members to get their comments to Ms. Nash on or before January 19, 2018.

**VI. Next Steps**

- a. January 18, 2017 – Final Presentation of Conceptual Site Plan/Market Analysis @6:30 p.m. at City Hall.

Being no further business, Mr. Agro and Ald. Vitali moved to adjourn. Motion carried unanimously. The meeting adjourned at 9:29 a.m.

Respectfully submitted,

Kathleen A. Kennedy  
Acting Recording Secretary