

**DOWNTOWN RIVER-HIGH STREET DEVELOPMENT COMMITTEE
REGULAR MEETING
DECEMBER 9, 2016**

I. Call to Order

The Downtown River-High Street Development Commission held its Regular Meeting on Friday, December 9, 2016 at the Parsons Government Center, 70 West River Street, Conference Room B, Milford, CT. Chairman Smith called the meeting to order at 8:35 a.m.

Committee Members Present

Peter Smith, Chairman
John Knuff, Vice-Chairman
Joseph Agro, Jr.
David Fernandez
Raymond Vitali

Also Present

Julie Nash, Community Development
Toni Weeks, Law Department
Henry Jadach, Transit District
David Sulkis, Planning & Zoning

Absent

Bryan Anderson
Richard F. Jagoe, Jr.
Amanda Root

II. Approval of Minutes

Raymond Vitali and John Knuff made a seconded a motion to approve the minutes of the October 14, 2016 and November 18, 2016 meetings. Motion carried unanimously.

III. Chairman's Report/Introductory Comments

Chairman Smith reported the status of the BL Companies contract and OPM. He reported that OPM required the Committee to stop and process and all bills under the older grant period and restart under the new. Chairman Smith further reported that Julie has been working with OPM and BL Companies to keep the contract moving forward.

VI. Public Comment

None.

V. Grant Extension Update

Julie Nash reported the she provided the latest revision of the contract to OPM and BL Companies for one last look. She further reported all documents to close out the prior grant period will be received by OPM today. The timeline for the work is still 11 months bringing the completion date to November 2017. Julie Nash stated she is comfortable with the 11 month extension.

Chairman Smith stated OPM is requiring the grant to be closed out, all monies paid out and then restarted under the new period. John Knuff asked why OPM was requiring this close out. Chairman Smith stated he believed it had to do with the contract being too parking heavy. He further reported that BL Companies has been very cooperative in the contract revision and grant close out / restart.

Joseph Agro asked if the contract with BL Companies had been executed. Julie Nash report it had not yet been signed as she is working with OPM to insure the scope is correct.

Chairman Smith asked if, due to the delays, the current timeline was still correct. Julie Nash stated 11 months remain and that should be enough time to complete the work provided the contract revision is approved quickly. She explained the work is currently on hold while the contract revision is being reviewed. Once the contract is approved and signed BL Companies will start working again. Julie Nash stated she expected the contract would be resolved and the work would restart sometime after the holidays.

Chairman Smith commented that the contact is currently with OPM for review and the Committee will be advised once OPM approves.

Joseph Agro asked how much had been expended to date. Julie Nash reported \$24,000 to date. Chairman Smith reported that BL Companies has the market analysis done and they are waiting for the contract to be completed. He would like to have Stan from BL Companies at the next meeting provided the contract has been approved by OPM. Mr. Agro stated he believes the market data will be different than what the Committee originally thought. Julie Nash agreed it will be different. She also stated the Milford's downtown is unique and attracts specialty type shops.

Chairman Smith stated he and Julie will work with OPM to complete the contact review before January's meeting when the Committee will plan out the next steps. He also stated that he will contact DOT to determine if they are interested in providing input.

Joseph Agro asked if there were plans for Fowler Field parking. Henry Jadach stated 97-100 people park at Fowler Field. Chairman Smith stated there is a design plan for the entire Fowler Field area. Joseph Agro stated that what happens to Fowler Field parking could impact commuter parking.

Chairman Smith asked if DOT has studied commuter parking in Milford. Henry Jadach stated he was not aware of any study. Julie Nash stated SCROG has a parking study that may be useful.

VI. Next Steps

NONE

Being no further business Raymond Vitali and John Knuff made and seconded a motion to adjourn. Motion carried unanimously. The meeting adjourned at 8:55 a.m.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Toni Jo Weeks", is written over a light blue horizontal line.

Toni Jo Weeks
Recording Secretary