

**DOWNTOWN RIVER-HIGH STREET DEVELOPMENT COMMITTEE
REGULAR MEETING
FEBRUARY 12, 2016**

I. Call to Order

The Downtown River-High Street Development Commission held its Regular Meeting on Friday, February 12, 2016 at the Parsons Government Center, 70 West River Street, Conference Room B, Milford, CT. Vice Chairman Knuff called the meeting to order at 8:33 a.m.

Committee Members Present

John Knuff, Vice Chairman
Joseph M. Agro, Jr.
Richard F. Jagoe, Jr.
Amanda L. Root
Raymond Vitale

Also Present

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

Absent

Peter C. Smith, Chairman
Brian Anderson

II. Approval of Minutes

Joseph Agro and Richard Jagoe made a seconded a motion to approve the minutes of January 15, 2016 meeting.
Motion carried unanimously.

III. Chairman's Report/Introductory Comments

Mr. Knuff read the scope of the committee that had been drafted. Mr. Jagoe asked if the conceptual plan would be put out for RFP or RFP. Julie Nash explained it would be put out for an RFQ and the grant will pay for the work. Mr. Knuff asked the timing of the RFQ. Julie Nash indicated it is still in draft form and will be going out soon. Once posted response time should be approximately 30 days. Joseph Agro commented that this is a large parcel in the downtown area. The committee will need to consider traffic. Amanda Root commented on a letter to the editor discussing a hotel rather than a garage. Julie Nash read an email from Brian Anderson regarding the scope. Discussion ensued on the drafted scope of the committee.

Richard Jagoe and Joseph Agro made and seconded a motion to approve the scope of the committee as drafted.
Motion carried unanimously.

IV. Public Comment

Henry Jacach, Transit District, stated he was present and would like to contribute to the committee.

Raymond Vitale suggested moving the meeting to a time when there would more public input. Mr. Knuff responded the Committee had determined this was the best time for the meeting. There will be times when public input is necessary and the meeting will be moved to accommodate those instances.

V. Organizational Discussion

NONE

VI. Project Discussion

John Knuff commented that the goal is parking. He questioned if residential was included in the project would that impact the parking goals. Raymond Vitale asked Henry Jacach about the Transit Authority's parking. Henry Jadach commented there has been less need for parking because of the addition of the West Haven and Stratford train stations. He also commented that if an Orange train station is built it will further impact parking needs.

VI. TOD Planning Grant

Julie Nash stated she had asked for \$210,000 which would have included parking analysis but was granted \$150,000. John Knuff commented that the goal is parking. Joseph Agro commented that the grant does not include a parking analysis. Julie Nash commented that may still come into scope of work. John Knuff asked if the scope of work could be amended. Julie Nash commented it had to remain as drafted. Joseph Agro commented the City could do a separate RFQ and pay for a parking analysis. Julie Nash suggested waiting comes from the current RFQ and if necessary address putting out a separate RFQ for the parking analysis. Discussion ensued about amending the language to include a parking analysis

Richard Jagoe and Raymond Vitale made and second a motion to amend scope of services to add 2.L. parking analysis for both properties and existing uses.

Motion carried unanimously.

Joseph Agro commented that parking fees need to balance with other parking entities in the area. Henry Jadach provided information on what the Transit District charges for parking.

Being no further business, Richard Jagoe and Joseph Agro made and seconded a motion to adjourn. Motion carried unanimously. The meeting adjourned at 9:35 a.m.

Respectfully submitted,



Toni Jo Weeks
Recording Secretary