

Agenda
Farmington Village Center Committee
January 10, 2019
Town Hall Council Chambers
6:00 PM

Please Note Time Change

- A. Call to Order.
 - B. Public Comment.
 - C. To interview firms to select a consultant for the Farmington Village Center Committee - Landscape Architect Services.

6:00 PM BSC Group
6:45 PM Freeman Companies
7:30 PM Richter & Cegan, Inc.
 - 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).
 - E. To take any action on the selection of a finalist for the Farmington Village Center Committee - Landscape Architect Services.
 - F. To authorize the Town Manager to negotiate and sign an agreement with the selected firm for the Farmington Village Center Committee.
 - G. Reading of the Minutes.

1) To approve the attached December 4, 2018 minutes.
 - H. 2018 Brownfield Municipal Grant Update.
 - I. To discuss the committee's next steps and approve a meeting schedule.
(Please bring your calendars.)
 - J. Public Comment.
 - K. Adjournment.
- cc: Committee Members
Paula Ray, Town Clerk

MOTION:

Agenda Item C

To interview firms to select a consultant for the Farmington Village Center Committee - Landscape Architect Services.

| | |
|---------|-----------------------|
| 6:00 PM | BSC Group |
| 6:45 PM | Freeman Companies |
| 7:30 PM | Richter & Cegan, Inc. |

NOTE: Each interview is expected to last 30 minutes, consisting of a 15 minute presentation and a 15 minute question and answer session.

MOTION:

Agenda Item D

Executive Session – To review and discuss RFQ Responses for Farmington Village Center Committee - Landscape Architect Services

To adjourn the meeting to executive session as permitted by Connecticut General Statutes Section 1-200(6) and 1-210(b)(24).

Responses to any request for proposals or bid solicitation issued by a public agency or any record or file made by a public agency in connection with the contract award process, until such contract is executed or negotiations for the award of such contract have ended, whichever occurs earlier, provided the chief executive officer of such public agency certifies that the public interest in the disclosure of such responses, record or file is outweighed by the public interest in the confidentiality of such responses, record or file;

That attendance in the Executive Session shall be limited to:

Voting and Non-Voting Members of the Farmington Village Center Committee

NOTE: Approval of this motion shall be by 2/3 vote.

MOTION:

Agenda Item E

To take any action on the selection of a finalist for the Farmington Village Center Committee - Landscape Architect Services.

NOTE: The selection of any finalist will be contingent on a due diligence background and reference check by the Town of Farmington.

MOTION:

Agenda Item F

To authorize the Town Manager to negotiate and sign an agreement with the selected firm for the Farmington Village Center Committee.

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

Anna Savastano

Management Assistant

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MOTION:

Agenda Item H

2018 Brownfield Municipal Grant Update.

On December 19, 2018 the Town was notified by the Department of Economic and Community Development (DECD) that we did not receive the Brownfield's Assessment Grant for the former Parson's parcel. DECD received 39 applications requesting approximately \$20.5 million of grant funding. Of the 39 applications only 11 projects were funded. We are meeting with our consultant, Amy Vallancourt to discuss if she can review the phase 1 investigations in further detail, and give us a plan to move forward. We are also scheduling a meeting with our legislators to determine if any other State brownfield's funding will become available in the near future. We are meeting on January 17, 2019 with the Deputy Commissioner of DECD and will discuss the Parson's parcel with him to see if he can give us some ideas and advice moving forward. I will keep the Council updated on the progress of these meetings.

MOTION:

Agenda Item I

To discuss the committee's next steps and approve a meeting schedule.

1. Week of 1/13/2019 - Staff meets with the consultant
2. Week of 1/20/19 or 1/27/19 - Committee meets with consultant to discuss expectations
 - **Possible Meeting Dates: 1/23, 1/24, 1/28, 1/29, 1/30**
3. Week of 2/3/19 or 2/10/19 - Conduct a public participating meeting.
 - **Possible Meeting Dates: 2/5, 2/6*, 2/11*, 2/14**

**The Town Council Chambers are not available.*