

**TOWN OF FARMINGTON, CT  
Gateway Committee Meeting  
June 2, 2015**

**Present**

Jeff Apuzzo  
Amy Suffredini  
Augusto Russell  
Peter Bagdigian

**Staff:**

Kathy Eagen  
Rose Ponte  
Bill Warner

**A. Call to Order.**

The Meeting was called to order at 5:07p.m.

**B. Open Meeting to Public**

**C. Communications**

No communications.

**D. Minutes**

Upon a motion made and seconded (Suffredini/Bagdigian) it was unanimously

VOTED: To approve the April 2, 2015 minutes.

**E. Review Planning Workshop Draft Report**

**1. General Comments**

Jeff Apuzzo stated the consultant has submitted the draft report to the Committee however, an executive summary was not provided with the report. A draft executive summary and outline was sent to each committee member in their agenda packet. Chairman Apuzzo would like the Committee to approve the outline. He would also like to review and approve the structure of the overall report and talk about major revisions. Ultimately, he would like to have a public meeting to share the report with the community; he anticipates this would likely take place in September.

Lisa Johnson asked if it would be possible to get the report out to the public quicker, adding timeliness is important.

Committee member Amy Suffredini asked Chuck Hutchings and Alexia Bouckoms, who were in attendance, about the proposed new sidewalks along Route 4. She inquired that if the new sidewalks were constructed using the current ADA guidelines, would the width of sidewalks be sufficient for their wheelchairs. Chuck responded that it is not the size of the wheelchair but rather the turning radius which is a concern. Alexia thought that if the new sidewalks used the current ADA guidelines it would be sufficient.

## **2. Organizational Changes**

The committee members all agreed that the draft report was well written and should not be changed but should be reorganized.

Chairman Apuzzo commented on the size and organizational structure of the report. He expressed concern that the file was too large and could deter some people from printing it out and reviewing it. As for the order of the report, he didn't think the consultant's recommended option should be placed before the options that were produced by the attendees of the workshop. Chairman Apuzzo thought an executive summary accompanying the lengthy report would be beneficial.

Amy Suffredini suggested some items in the report needed to be clarified; the most glaring being the Route 4 DOT project.

Jeff Apuzzo agreed with Amy and added that although the Route 4 redesign is a State project, the Town does have an opportunity to work on the aesthetic features and that needs to be emphasized. Jeff also mentioned that various typos in the report need correcting.

Committee members also discussed relabeling the different options and calling them low density, high density, or no density. All agreed that it should be clear that this report compiles with what the attendees said. The consultant's recommendation is their professional design of the area, taking into account the public's comments and recommendations.

## **F. Establish an Executive Summary Outline**

Kathy Eagen agreed that the report needed to be rearranged. She presented an outline for an executive summary as well as an executive summary draft that she and her staff prepared. The committee agreed with the reordered outline.

Lisa Johnson thought the consultants should prepare an executive summary of their report and the committee should write a cover letter to accompany the executive summary.

After discussion the committee agreed, the consultants will provide an executive summary and the committee will author a cover letter that will be added to the executive summary. The letter will include the history of the project, a summary of the Route 4 DOT project, and an implementation timeline. All agreed that the executive summary and the cover letter would present the information in a user friendly manner and should emphasize the commonality that existed among the participant's comments.

Amy Suffredini stated she would like to see the design guidelines included in the executive summary.

Kathy Eagen summarized that the committee will author a cover letter which will include the history and background of the Gateway Committee, clarity on the DOT project, and future implementation plans. The consultants will provide an executive summary.

Lisa Johnson asked how the report will be used moving forward.

Chairman Apuzzo outlined the next steps. The committee will schedule a public meeting to share the results of the charrettes. Moving forward a design consultant will be retained, additional public meetings held with the new consultants and the new consultants will be charged with creating a design plan for the study area. Once completed, the plan will be submitted to TPZ for their adoption to the Plan of Conservation and Development.

Amy Suffredini asked if funds are available for a market study and expert ADA consultant. Kathy Eagen responded that funding is available to design the study area, conduct a market study and fund an ADA consultant.

## **G. Determine Next Steps**

### **1. Short Term**

#### **a. Set Public Meeting Dates**

Jeff Apuzzo commented he does not feel it would be appropriate to have a public meeting in July or August because of potential vacation conflicts. However, it would be appropriate to have a couple Committee meetings and then plan to have a public meeting in September.

#### **b. Other**

Kathy Eagen summarized that for the next meeting the following will be accomplished:

1. The committee will write a cover letter to accompany the report.
2. The consultants will present their report as outlined in the same order as the executive summary outline.
3. The consultants will include an executive summary to accompany the report.

Next meeting dates:

June 18, 2015  
July 2, 2015 (if needed)  
July 16, 2015 (if needed)  
August 6, 2015 (if needed)

The Architectural Design Review Committee will review proposed aesthetic features of the Route 4 redesign such as street lighting, retaining wall and crosswalks.

## **2. Long Term**

### **a. Establish an Action Plan**

The committee will tackle this project in small manageable phases.

## **H. Old Business**

### Conveyance of Land

Staff has been working with Farmington's legislators to include the former Parson's property in the annual conveyance bill. If the bill is approved the Town will have the right to purchase the property from the State DOT Department once the Route 4 project is complete.

The Town has met with the DOT regarding implementation of the redesign of Route 4. Items discussed included overhead electric lines, natural gas availability to the former Parson's parcel, streetscape improvements, landscaping, street light designs, curb material and retaining wall details. The Town is finalizing their requests and will continue to work with DOT on those items.

## **I. Adjournment**

Upon a motion made and seconded (Russell/Bagdigian) it was unanimously VOTED: To adjourn the meeting at 6:30 p.m.

cc: Sub-Committee Members  
Bill Warner, Town Planner  
Kathleen A. Eagen, Town Manager  
Paula Ray, Town Clerk  
Deb Bull, Administrative Assistant