



TOWN OF NEWTOWN
Fairfield Hills Authority
MINUTES

The Fairfield Hills Authority Sub-committee held a on June 14, 2017 in Shared Meeting Room 3 at the Municipal Center, 3 Primrose Street, Newtown CT 06470

These minutes are subject to the approval of the FHA Sub-committee at their next meeting.

Present: Ross Carley (left at 11:08 am), Roger Cyr, Terry Sagedy (FHA), Carl Samuelson, Amy Mangold, John Moore, Bob Rau (EDC), Christal Preszler (staff FHA / EDC)

Absent: Fred Hurley, Wes Thompson, George Benson **Public Participation:** none

Also Present: Kim Chiappetta (clerk)

The meeting was called to order at 11:03 am

Public Participation:
none

Minutes:
Being this is the first meeting, there are no prior minutes.

Chairman's Report:

a) Introduction:

Ross Carley started the meeting by thanking everyone for coming together to ensure there is open communication between the groups. He gave a brief explanation of the purpose of the group and the expectations of the meetings.

b) Member Roles:

Ross asked that the group identifies 1 main member and 1 alternate for each group.

Staff Update:

a) Establish Sub-Committee Rules & Guidelines:

Terry started the meeting by introducing himself and describing the group as a "think tank" who will discuss and make recommendations of what will happen on the Fairfield Hills campus. He expressed the need to keep an open dialog as to who has approached the Fairfield Hills Authority and their proposals. Roger mentioned that in the FHA's April meeting a long list of items was identified and he would like to go through that list as part of the sub-committee's work.

He informed the group of his past experiences in the corporate world and said he would like access to any existing documented processes and procedures. In addition, the FHA would provide information to Parks & Rec allowing for the two groups to better coordinate.

The group discussed the need to establish agreed upon guidelines and procedures that bridge Parks & Rec and FHA. Amy informed the group that Parks & Rec already has documented procedures that she would share. Members of the group felt this would be a good starting point. Amy added that it would be beneficial to provide clarification of these existing procedures.

Next the group discussed the changes that the Fairfield Hills campus has gone through regarding budgets and responsibilities. Carl clarified for everyone that Parks & Rec had been assigned the task of maintaining the campus in a money saving effort. Contracts such as plowing kept getting placed under town services.

Roger asked for clarification regarding what happened to the Fairfield Hills budget. Christal explained that there is no longer a town budget line item specific to Fairfield Hills, and that money was added to the Parks & Rec budget for the maintenance of the campus. The group then discussed changes that had happened in the budgets over time. Christal clarified for the group that there is currently not much money coming in from the campus tenants from common area maintenance fees. Carl expressed to the group that if a better communications process can be implemented regarding these types of items, then it would be a huge goal achieved for group. Amy then provided an example of requests to plow trails for winter use. Would this be considered a Parks & Rec task or a campus need? The group then discussed past miscommunications and how this could be prevented in the future.

Christal informed the group that with the Community Center coming to Fairfield Hills, the campus is at a pivotal point and there is a need to document specific regulations to ensure the campus is managed efficiently and according to the Fairfield Hills Master Plan. The group began discussing the process for developing regulations and Carl explained that it took Parks & Rec 3 years to establish rules for the fields. Again members discussed the need to ensure rules are aligned so they are the same between Parks & Rec and the Fairfield Hills campus. Carl suggested aligning rules to ensure there is consistency regarding use and fees. Terry added the great benefits of communication with the community in town.

Bob Rau, Chairman of the EDC, asked if the campus was open to having apartments. Christal clarified for the group that the Fairfield Hill Adaptive Re-use Regulations plan identifies what is allowed; it does not identify what is prohibited. Currently there is nothing allowing residential on campus. Roger mentioned that the Master Plan is up for revision, and the group discussed if there is a need to make changes and the process for doing so. The group then discussed the lack of clarification regarding tax collection on the leased property and the need to clarify.

Bob Rau then asked Terry if there were any funds for placing the Cultural Arts Center in the Fairfield Hills Campus. Terry informed Bob that there are no funds at this time. The group then discussed the possibility of the Cultural Arts Center being built on the campus.

Calendar:

The group agreed to the following:

- Monthly meetings - first 6 months
- Bi-monthly meetings – after 6th month.
- Meeting will be held 2-weeks prior to the FHA meeting (Allows for sub-committee to report to FHA in same month.)

Roger asked if the group could meeting again in 1 week. Kim will schedule the next meeting.

Member Roles - 1 primary member and 1 alternate for each group:

- Economic and Community Development – Christal will be the primary member and Kim (meeting clerk) will be the alternate.
- Economic Development Commission – Bob Rau will assign primary and alternate attendees.
- Fairfield Hills Authority – Terry Sagedy and Roger Cyr are Co-Chairmen and both will be present at all meetings when possible.
- Parks & Recreation – Amy will be the primary member and Carl will be the alternate. Amy, Carl and John said they would like if they all could attend each meeting, but will ensure at least one of them is present at every meeting. Amy asked if she could bring other members depending upon topic and the group agreed this would be fine.

Business:

none

Adjournment: With no further business, Terry Sagedy made a motion to adjourn, Roger seconded and the meeting was adjourned at 12:06 pm.

*Respectfully submitted,
Kimberly Chiappetta, Clerk.*