



TOWN OF NEWTOWN
Fairfield Hills Authority
MINUTES

The Fairfield Hills Authority Planning Advisory Subcommittee held a meeting on October 17, 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: Roger Cyr, Amy Mangold, Carl Samuelson, Don Mitchell, Fred Hurley, Dick Zang, Bob Rau, Wes Thompson, Terry Sagedy, Christal Preszler.

Absent: George Benson, John Moore, Fred Taylor

Public Participation: none

Also Present: Kim Chiappetta (clerk)

The meeting was called to order at 2:31 pm.

Public Participation:
none

Minutes:

Roger asked for a motion to accept the minutes of August 18 and September 21, 2017. Christal identified that Terry Sagedy's last name was spelled incorrectly in the Minutes section of the August 18, 2017 minutes. All in favor of the August 18, 2017 minutes as amended. Wes entertained the September 21, 2017 minutes. Fred seconded and all were in favor.

Business:

a) Fairfield Hills Development Approval Process Flow:

The meeting began with Roger Cyr distributing his updates to the Fairfield Hills Development Approval Process. Roger explained that he documented his changes in a linear format as there is no flowchart software available to him. The group briefly discussed the pros and cons for both workflow and linear documentation.

Christal noted that for the second bullet point the Review Team may not have a letter of intent at that point in time. Persons interested in the campus do not submit a letter of intent until they are certain the campus location is a good fit.

Members of the group highlighted that a key piece to the FHA review should be to ensure the development conforms to the master plan. In cases where it may not conform the group can consider requesting modifications to the master plan if the development proves to be beneficial to the campus and to the town. Fred, Dick, Don and Christal each informed the group that the process is not a

structured flow, but often requires flexibility depending upon the proposal. Members discussed each group's role in the process and if anyone would guide the developer through the process. Roger recommended that if the Review Team endorses the project that a meeting is held with all departments represented to identify pros and cons up front.

Member discussed the campus lease negotiation process and the need to meet with the Selectman earlier in the process prior to the detailed lease negotiations.

Before the meeting ended, Dick Zang informed the group of the upcoming maintenance needs of the Fairfield Hills sewer system. Fred reminded members that on campus the sewer is 18 feet underground and the town would need to rent the necessary equipment to reach the pipes. The group had a brief discussion regarding the cost of this necessary maintenance.

Assignments:

No tasks were assigned.

Adjournment: With no further business, Wes made a motion to adjourn, Don seconded and the meeting was adjourned at 3:40 pm.

Respectfully submitted,

Kimberly Chiappetta, Clerk.

FAIRFIELD HILLS DEVELOPMENT APPROVAL PROCESS

- Developer / Agent schedules meeting with Project Review Team
 - Team = Economic Dev & Land Use
- Review Team forwards initial proposal, including Letter of Intent to FHA for compliance with Master Plan, etc.
- FHA findings revert to Review team requesting Formal Proposal including the following
 - Economic benefit to Newtown
 - Proposed lease terms that can be met by Developer
 - Synergy with existing businesses and facilities
 - Synergy with Campus
 - Financial capacity of Developer
 - 5-year pro-forma project P&L
 - Building renovation / construction
 - Cost of site work
- FHA - go / no go determination
- IF GO
 - FHA forwards package to the following:
 - ✓ Town Attorney - Initial Review for lease terms
 - ✓ Land Use - Compliance with Ordinances
 - ✓ P&Z - Compliance with Ordinances
 - ✓ WSA - Compliance with Ordinances
 - ✓ Public Works - Compliance with Ordinances
 - ✓ Inland Wetlands - Compliance with Ordinances
 - Review Team and FHA review feedback from the above
 - ✓ IF GO
 - FHA forwards proposed project to Board of Selectmen for approval
 - BOS approve project and appoint Project Manager
 - FHA, Review Team, Project Manager meet with Developer / Agent
 - Town Attorney finalizes lease terms
 - Project Manager obtains sign-off from all departments
 - **DO WE NEED A PUBLIC HEARING?**
- IF NO-GO
 - FHA returns package to Review Team with decision
 - Review Team advises Developer / Agent

