



**TOWN OF NEWTOWN**  
**Fairfield Hills Authority**  
**MINUTES**

**The Fairfield Hills Authority Planning Advisory Subcommittee held on August 18, 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, Terry Sagedy, Amy Mangold (arrived at 10:03), Wes Thompson, Fred Taylor, Fred Hurley (arrived 10:09), Carl Samuelson.

**Absent:** John Moore, George Benson, Bob Rau,  
Christal Preszler

**Public Participation:** none

**Also Present:** Kim Chiappetta (clerk)

The meeting was called to order at 10:00 am.

**Public Participation:**  
none

**Minutes:**

Terry Sadegy asked for a motion to accept the minutes of July 20, 2017. Wes Thompson entertained. Fred Taylor seconded and all were in favor.

**Business:**

a) Review Development Process Flow:

Roger began reviewing the Fairfield Hills Development Approval process flow with the group. Carl asked for clarification on the difference in dates from the memo (dated September 30<sup>th</sup>, 2011) to the process flow chart (dated May 7<sup>th</sup>, 2014). Kim offered to follow-up. Terry explained that the process is in use and gave an example of when a developer brought forward a proposal to build a mental health facility on the campus. The proposal was presented to the FHA, but the developer and FHA could not come to an agreement.

For the lease negotiation portion of the process, the flowchart indicates that FHA works with the town, approve the basic lease term and then forward to Board of Selectmen for approval. Roger asked if the town attorney should be brought into the process at this point. (The attorney is involved after the BOS approves.) Wes asked if the Board of Finance. Kim said that the BOF must be involved and that she would confirm. Wes asked to expand the block regarding "Lease negotiation process with the town". He explained to members that the EDC would only be an advisor in the process. If the EDC feels a project has merit they would come forward as a supporter. The group continued discussion regarding lease negotiation. Wes said that lease negotiation should be a Board

of Finance role, and gave an example of a renter at the Edmond Town Hall who vacated to move to Fairfield Hills and now pays half the rent that was paid at Edmond at a higher cost for the campus. If there had been a discussion with the Board of Finance both pieces could have been weighed. Roger expressed that the process flow does not appear to show all parties that need to be involved. Kim offered to follow-up on providing a checklist to ensure all entities are engaged. Wes expressed the importance of financials and that they should be reviewed earlier in the process. He asked that both the “Submit conceptual plan to FHA” and the “Lease negotiation process with the Town” blocks be expanded. Roger asked if the EDC should be brought in before the presentation to the FHA.

Amy and Carl expressed that from their perspective there appears to be bias in decisions made regarding events and business proposals on the campus, but now understand that reasons for not moving forward are often because finances are not viable. Both felt the EDC should be engaged earlier in the process to ensure all facts are considered regarding the financials.

Roger asked members to email Kim ideas regarding changing the process. He expressed that Fairfield Hills is an asset to the town, and that the current process is good but needs clarification. Carl informed members that there is a special exception to zoning regulations required for Fairfield Hills and that this should be included in the process flow. He asked Kim to follow-up with George as to where the special exception fits into the process. Wes asked where Public Works is in the process. Carl and Fred mentioned that there is a stakeholder review. Terry added that the FHA would not sign a lease until all of this was done.

Roger asked that the process flow be revisited in the next meeting with more definition.

b) Fairfield Hills - Activities & Communications spreadsheet – Kim:

Kim reminded the group of the email she sent on August 1<sup>st</sup> explaining the shared Google spreadsheets made available to all sub-committee members for documenting and reviewing any communications across groups. Kim expressed to the group that she understood everyone is busy and that this is another area of documentation and added that she was receptive to any other ideas. Fred explained that besides regularly scheduled activities many tasks are immediate requests that cannot be posted in advance. Carl agreed that Parks & Rec has the same issue. Fred provided an example of closing roads that should be communicated in a centralized location such as the town website. Kim explained that the purpose of the Google spreadsheet is to share inter-departmental information that does not affect the public.

c) Wooden structure in High Meadow on the trail:

Roger asked Kim to distribute a picture of a wooden structure on the trail. Carl explained that this structure was erected 2 years ago by volunteer fire fighters for the Mad Dash. Ladders were put across the top of the structure for people to swing across. He further explained that the structure remains on the trail as it is used annually. Roger asked if the structure was safe and secure, and Carl explained that the structure is now cemented into the ground. Amy and Carl both explained that as staff and volunteers change, the same questions arise regarding the campus. Fred asked if it would be helpful to have signage, to which Carl responded that signs often disappear over time. Fred suggested burning the name into the structure. Kim asked if there was a Mad Dash map available showing the standard features that she could have on file in case any questions. Carl explained that as sports coordinators leave their positions, they do not leave their maps/plans.

d) Economic Development in Fairfield Hills – EDC responsibilities:

Roger reminded members that Bob Rau questioned the role of the EDC in the development of the Fairfield Hills campus. Wes clarified that the EDC defers to the FHA and does not have a direct role. Wes recommended adding a block in the Development Approval Process flow chart to show the EDC providing input to the FHA. Fred added that projects could be determined as not viable before the point a plan can be developed. For example, using the concept of a brewery, the brewery could not dump the leftover liquids from the brewing process in to the sewers. The brewer would have to pay to have these liquids removed which adds to their costs and affects their financials. Wes mentioned a mixed use scenario that was proposed to the FHA but was declined due to not meeting zoning requirements. This scenario may have been supported by the EDC had they been brought into the process earlier. Terry mention that in the revised Master Plan there was a push for mixed use zoning. Fred added that as times change it may be found beneficial to have limited residential on campus. Carl added that Main Street in Woodbury requires a residential component to all commercial buildings.

***Assignments:***

Process flow:

Kim to follow-up on detailing/updating the process flow.

**Adjournment:** With no further business, Carl made a motion to adjourn, Fred seconded and the meeting was adjourned at 11:18 am.

*Respectfully submitted,  
Kimberly Chiappetta, Clerk.*



## **TOWN OF NEWTOWN**

### **Land Use Agency**

#### MEMORANDUM

September 30, 2011

To: Pat Llodra, First Selectman

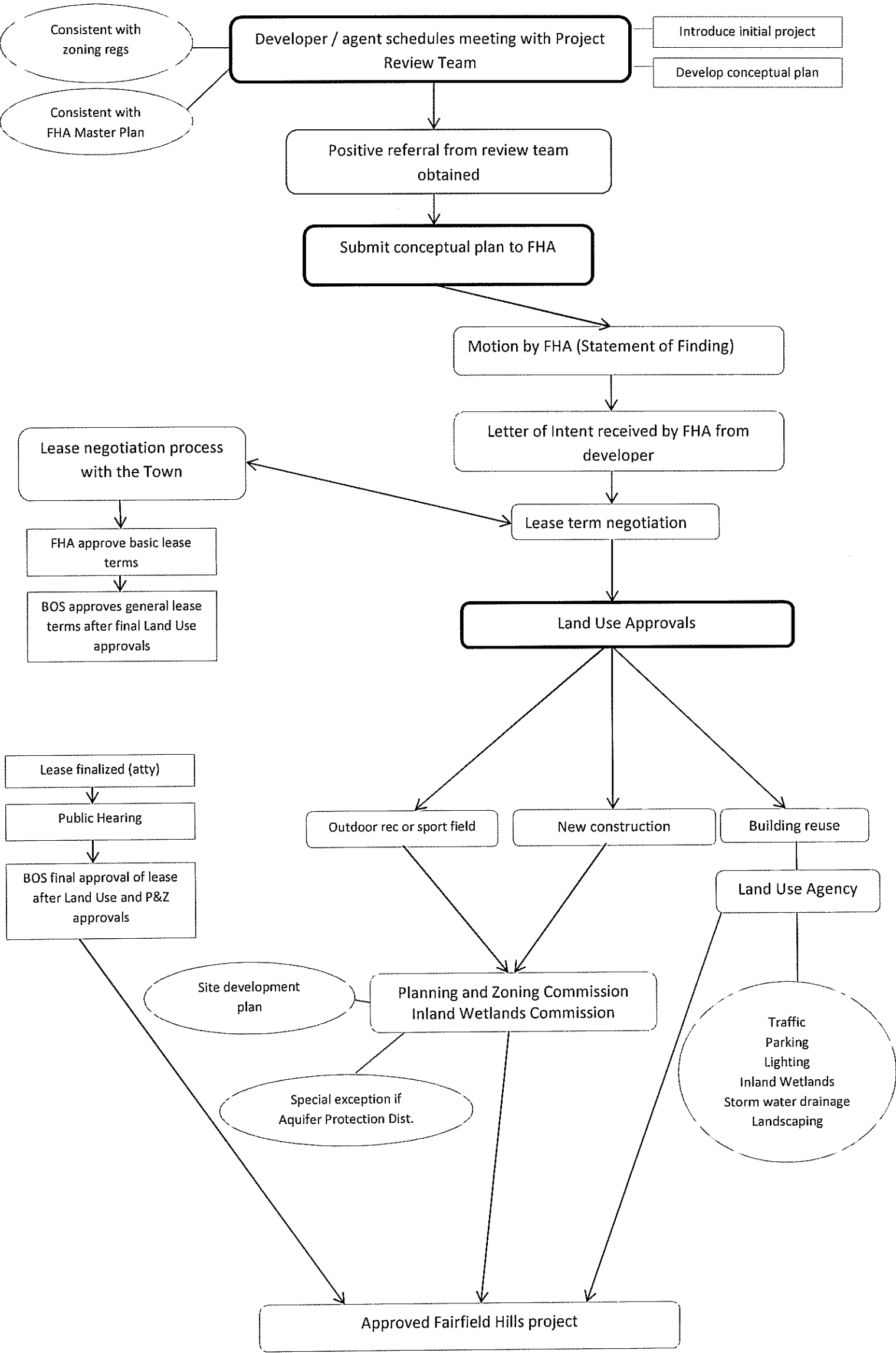
From: George Benson, Director, Planning and Land Use

Re: Procedures for Fairfield Hills Development Proposals

At the conclusion of the meeting on September 28, 2011, it was determined that a procedure should be established for developers to submit proposals for projects at Fairfield Hills Campus. The following is a draft proposal of these procedures. An initial project review team will include the Director of Planning and Land Use and the Director of Economic and Community Development.

1. Step 1 – Developer or agent contacts the review team to discuss and introduce the initial project and schedules meetings with the team to develop a conceptual plan that is in compliance with the Newtown Zoning Regulations and consistent with the Fairfield Hills Master Plan.
2. Step 2 – Once the project receives a positive referral from the review team, a site plan will be referred to the Fairfield Hills Authority (FHA). The site plan will include the building, setbacks, and parking. If the project receives a positive referral from the FHA it will be contingent upon Planning and Zoning Commission (P&Z) approval and negotiation of the lease.
3. Step 3 – After the conditional acceptance the FHA will refer the site plan to the P&Z and if required the Inland Wetlands Commission (IWC). For new building construction, the developer will have to submit an application to the P&Z for a Site Development Plan or Special Exception, if the project is located in the Aquifer Protection District. If the development is a re-use of an existing building the developer has to submit a site plan to P&Z for the approval of parking, lighting, storm water drainage and landscaping plans. All project applications must comply with Newtown Zoning Regulations.
4. Step 4 – After P&Z approvals the final site plan will be re-submitted to the FHA for lease negotiations.
5. Step 5 – Once lease has been negotiated the FHA will refer the project to the Board of Selectman for public hearing and final approval.

**Fairfield Hills Development Approval Process**



## Structure on Trail at Fairfield Hills

