



TOWN OF NEWTOWN
Fairfield Hills Authority
MINUTES

The Fairfield Hills Authority Planning Advisory Subcommittee held on September 21, 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, John Moore, Fred Taylor, Fred Hurley, Bob Rau, Christal Preszler.

Absent: George Benson, Terry Sagedy,
Wes Thompson.

Public Participation: none

Also Present: Kim Chiappetta (clerk)

The meeting was called to order at 9:02 am.

Public Participation:
none

Business:

a) Fairfield Hills Development Approval Process Flow:

Roger began by informing attendees that this meeting would be a working meeting to identify and make recommendations to the Fairfield Hills Development Approval Process Flow. He continued to explain that the flow chart needed to be more detailed if it is to be utilized as a guide for development in Fairfield Hills.

Roger asked that the answers to the last meetings questions and observations be distributed to the group for review. Members briefly discussed answers, but did not have any additional concerns.

Focus turned to the processed flow. Carl Samuelson asked how Parks and Rec maintenance, such as tree planting, would work in the process. The group discussed whether or not the existing process flow applied to maintenance performed by town entities. Members came to a consensus that a separate process flow would be required for internal processes. It was suggested that the group utilize the Google spreadsheet "Fairfield Hills Activities & Communications" to communicate maintenance activities out of the norm to ensure that there are no miscommunications or misunderstandings.

All members participated in suggesting updates to the flowchart. One major change request was to have Lease Negotiations and Land Use Approvals in parallel as both activities occur at the same time. Christal clarified that the Lease Negotiations are an on-going process that requires many

iterations before a lease contact is considered for approval. Roger asked that the spreadsheet be updated to reflect this portion of the process.

Assignments:

Process flow:

Kim will provide her updates to Roger who will work on an updated version to be reviewed and approved at the next FHA Planning Advisory Subcommittee meeting.

Adjournment: The meeting was adjourned at 10:04 am.

Respectfully submitted,
Kimberly Chiappetta, Clerk.

Fairfield Hills Development Approval Process

FHA Sub-committee Questions

Area	Request
Clarification of dates differences between process flow & memo	Provide clarification why different. Is there a new write-up to go with the 2014 dated flow? <i>Flow chart was done 2 years later, but no changes in process from 2011 to 2014.</i>
Lease negotiations	Bring attorney in at point of lease negotiation. <i>Lease is a standard format. If unusual circumstances, attorney is consulted.</i>
Board of Finance	Where are they in the process? <i>Pending further information.</i>
Lease negotiation process with the town	Expand block to show details. (second flow chart) <i>First Selectman and town attorney.</i>
	Create checklist that can be used to ensure all necessary parties involved during process. <i>Checklist already but does require some updates.</i>
Submit conceptual plan to FHA	Expand block to show details. (second flow chart) <i>Plan submitted by developer.</i>
Special Exception to Zoning Regs for campus	Where is this in the process? <i>Process is high-level. This step is dependent upon the application and would be covered under the "Land Use Approvals".</i>
	Where is Public Works in process? <i>Within the "Planning and Zoning Commission, Inland Wetlands Commission" box (just prior to final approval).</i>

Fairfield Hills Development Approval Process

