

• August 10, 2004

Special Meeting

MEMBERS PRESENT: Mr. Charles, Mr. Rimsky, Mrs. Roberts

MEMBERS ABSENT: Mr. Bender, Mr. Byerly

ALTERNATES PRESENT: Mr. Fairbairn, Mr. Frank

ALTERNATE ABSENT: Mr. Buck

STAFF PRESENT: Mrs. Hill, Mr. Sears

Mrs. Roberts called the meeting to order at 5:12 p.m. and seated Members Charles, Rimsky, and Roberts and Alternates Fairbairn and Frank for Mr. Bender and Mr. Buck.

Mr. Charles noted the purpose of the meeting was to finish drafting the RFP letter for the Depot Business District Study. He suggested the Commissioners first review the draft RFP line by line and then work on a descriptive introduction, which would include points raised in the vision statements submitted since the last meeting. He circulated a chart, "Depot Study," that showed key patterns and consistencies between the vision statements.

Long term versus short term goals were discussed. Mr. Fairbairn thought that due to inadequate septic capabilities and water system shortcomings in the Depot, the focus should be on the short term plan because it could be defined using the current state health code and existing facilities. Mr. Charles disagreed, stating the Commission must know the long term goal in order to draft a meaningful short term goal.

Mr. Fairbairn thought the issues listed under the description of the project in the RFP were adequate and could be used as is to begin townwide discussions that would begin the process of working towards a community consensus about the future of the Depot. Mr. Charles wanted to expand the list and be more specific. He thought the work done on village centers in the 2003 Plan was incomplete and inadequate and the draft RFP, which was based on the Plan, was, therefore, also incomplete. He said it was the Commission's responsibility to address all the important issues, both short and long term. He also questioned whether the Commission would receive comparable bids if the project description was not more specific and did not provide complete details of all issues to be addressed.

Mr. Frank suggested the Commission deal with specifics during the interview process.

The draft RFP was reviewed and revised; the revised draft is attached. It was the consensus to include Mr. Rimsky's vision statement in the introduction.

Other significant points raised during the meeting included:

- It is extremely important to involve the public in the process - generating discussion, getting ideas from residents, educating them about the consequences of their decisions, etc. and for the Commission to listen to their responses.
- Visual tools will be needed to help the Commission effectively communicate with the public.
- The Commissioners were concerned about the possibility that the scope of the study would be dictated by the available funds rather than by the needs of the community.
- The issue of the vitality of the commercial sector will be an important consideration of the study.

- The Commission will consider as part of the study whether to recommend village district regulations be implemented. Mrs. Hill was asked to order the video on village districts from CCM.
- The Commission will draft a uniform set of specific questions to be used for all interviews.
- In addition to involving the public, it will be important to work together with the Zoning Commission.
- Mr. Charles will ask Mr. Westa and Mr. Plattus for recommendations regarding whom to send the RFP letter to and the letter will be posted on the Ct. Planning Assoc. website and a legal notice published in area newspapers.
- Mrs. Hill will make the necessary revisions to the RFP and will mail it to the Commissioners to review before the next meeting.

MOTION: To adjourn the meeting. By Mr. Rimsky.

Mrs. Roberts adjourned the meeting at 6:45 p.m.

FILED SUBJECT TO APPROVAL

Respectfully submitted,
Janet M. Hill
Land Use Coordinator