

**Torrington Development Corporation
Executive Committee**

Tuesday, October 26, 2010, 8:00 am
TDC Headquarters @ 40 Main Street

Executive Committee Members Present: J. Baer, E. Carbone, P. Herbst, J. Lalonde, V. Muschell, R. Bingham.

Others in attendance: B. Baxter, S. Nocera, J. Scharnberg.

Quorum present.

8:00 a.m. Meeting called to order by President Baer.

Prior Minutes:

Minutes of Joint Executive and Project Committee Meeting 9/14/2010. Motion to approve – J. Lalonde; 2nd – V. Muschell;
Approved.

Minutes of Special Executive Committee Meeting 10/4/2010. Motion to approve – J. Lalonde, 2nd – V. Muschell;
Approved.

Project Committee: V. McDermott reported on a meeting he attended with M. Connor, K. Barbieri and Ed Fabbri to discuss the filing requirements for Inland/Wetlands and Planning & Zoning applications for approval for Phase 1. The submission for the Inland/Wetlands approval is due by noon on November 10 to be on the agenda for November 16. There could be a determination for the need for a public hearing based on public interest, demonstrated by a minimum of 20 citizens who petition for one. Per K. Barbieri as far as wetlands issues for Phase 1, there is really nothing new being proposed other than extending the discharge pipe. Planning and Zoning approval should not be sought simultaneously. M. Connor and K. Barbieri preferred to see inland/wetlands approval first before the application goes in to P&Z. The only segment affected by a special exception is City Hall Avenue. Milone & MacBroom will be at all necessary meetings. The approvals are good for five years and can be extended another five years.

The Mayor reported on the tentative conceptual agreement between the city and the State regarding Main Street

Website Committee: The committee met with Conquest Consulting and a proposal has been delivered based on the \$1,500 budget. \$4,100 was noted in the proposal as the real cost but Conquest was willing to donate a number of hours to deliver the result desired by the Website Committee.

J. Baer noted that the resignation of V. Patrick has opened up a vacancy for a new board member. Vickie held positions as treasurer and a member of the nominating committee. J. Lalonde confirmed that the executive committee can act as the nominating committee to replace Vickie. Various private individuals were suggested as potential new board members. The Mayor will speak to one or two individuals to gauge interest in joining the TDC Board to fill the balance of Vickie's term. Bookkeeping will continue to be handled by Petrovits, Patrick, Smith for the time being. Vickie is available to discuss and transition tax preparation and other issues as needed.

Executive Director's Report: Milone & MacBroom estimates they will bill \$12,000 to finish out their current contract. M&M has submitted a fee schedule for any further work. The DECD funds balance is \$78,830, minus a payable of \$10,435, leaving about \$68,400 in DECD funds. After subtracting the anticipated M&M bills of \$12,000, there is about \$46,000 unexpended from Stage 2 of Phase 1. B. Baxter spoke to DECD. They asked that the project deadline get extended out for a year or two and that TDC to submit a modification of the plan limited to planning and engineering items. Consideration for using the remaining funds for other items subject to further negotiation. Current TDC checking balance is about \$48,000.

The \$750,000 grant for the west side of Main Street sidewalk improvement project needs to be accessed via DOT. S. Nocera is working on identifying the DOT contact. If the design can be finalized and sent out for bid over the winter, it could be scheduled as a spring project. J. Baer suggested that the project committee talk to City engineering about the design/bid process on Water Street project in order to be prepared to move quickly once the money is ready to move out of DOT.

It was decided that B. Baxter would send out a notice to cancel next Board of Directors meeting on November 2. The next board meeting will be December 7, 2010.

UConn Project: V. Muschell reported that the TDC was asked to attend a meeting during the summer of 2010. Mayor Bingham and S. Nocera also attended at the invitation of UConn. Earlier in the year, Barry Feldman of UConn set out the proposition that UConn needs more of a presence downtown. He suggested that the City, the TDC and UConn partner in doing something to explore an assessment of the critical factors leading to arts/culture revitalization of downtown. Feldman suggested studying Savannah, GA and the Savannah College of the Arts and Design as an example and see how they pulled it together. As a result of that meeting, UConn has moved to seek out a consultant and has identified consultants Mary Margaret Schoenfeld and Maren Brown who would work together to do an assessment of arts and culture revitalization efforts by other cities. They estimate the study will cost \$20,000. A second conference call resulted in an agreement to have the consultants present a bid and scope of services. To fund the project, UConn has committed \$12,000, TDC has committed

\$4,000 via a grant from Union Savings Bank. The City will need assistance identifying sources for the last \$4,000 as its contribution. A follow up meeting is anticipated after the proposal has been submitted and another conference call is to be arranged in mid-November.

Adjournment: Motion to adjourn; J. Lalonde; 2nd – V. Muschell.
Approved. 8:50 a.m.