

The Fairfield Hills Authority Planning Committee held a Special Meeting on Wednesday, August 7, 2013 at the Municipal Center, Meeting Room #3, 3 Primrose Street, Newtown, CT 06470.

These Minutes are subject to the approval of the Fairfield Hills Authority.

Present: Michael Holmes and Ross Carley

Absent: John Madzula

Also Present: Elizabeth Stocker, Director of Economic and Community Development; Dorrie Carolan, Newtown Parent Connection

Michael Holmes called the meeting to order at 8:34 AM.

Public Participation: None

Parent Connection Lease: The basic terms of the Newtown Parent Connection Lease for Duplex #63L and #63R, located at #2 and #4 Washington Square (first duplex on the right) were discussed, including the lease amount of \$1 per year for ten years, common charges (\$0.42 per square foot) and building maintenance. The specifics of usage agreements of therapists using the NPC facility were also discussed. **Elizabeth Stocker** stated that the attorneys will draw up the specifics of the lease at this point.

Discussion was initiated by **Ross Carley** about what protections exist for the Town in case the NPC cannot complete renovations to the duplex. He asked what the Town's liability might be if the project was not completed. **Ms. Stocker** stated that the Board of Selectmen will review the financial viability of the NPC as related to the project's completion. **Michael Holmes** agreed that the NPC should be in a sound financial position prior to beginning the project. Discussion ensued as to what would happen to any excess grant money should the project costs come in under the grant amount of \$500,000 or if the project is not completed. The answers to these questions are not known at this time. **Dorrie Carolan** noted that fundraising efforts will continue in the future for the NPC.

Ms. Stocker noted that a location map showing the specific lease area should be created.

Mr. Carley asked when final word will be given on the awarding of the grant. **Ms. Stocker** said that the town must accept the grant and review a financial impact statement of the grant. **Ms. Carolan** noted that the NPC board had made a formal action to move ahead with the project.

Ms. Stocker said that if the Fairfield Hills Planning Committee wants to recommend the lease terms to the Fairfield Hills Authority, the FHA would then take an action to refer the lease / project to the Board of Selectmen. Simultaneously, the Board of Selectmen is doing financials on the grant. **Ms. Stocker** also noted that a public hearing must be held regarding the lease.

Mr. Holmes initiated discussion regarding what the lease terms would be after the initial ten years of the lease. He suggested that two additional renewal periods be offered for an additional ten years each, at terms to be decided upon / negotiated at that time.

Ross Carley asked if the looks of the outside of the building would be changed during renovation. **Ms. Carolan** stated that the while the NPC likes the sunrooms, they may not be structurally sound enough to keep, but the NPC would like to keep a sunroom in the plan of the structure.

Ross Carley motioned to send the lease and NPC project to the Fairfield Hills Authority. **Michael Holmes** seconded the motion and it passed unanimously.

Ross Carley motioned to adjourn the meeting. **Michael Holmes** seconded the motion. The motion was approved unanimously and the meeting adjourned at 9:06 AM.