

THESE MINUTES ARE SUBJECT TO APPROVAL BY BOARD OF SELECTMEN

The Board of Selectmen held a regular meeting Monday, November 5, 2012 in the Council Chamber of the Municipal Center, Newtown. First Selectman Llodra called the meeting to order at 7:30 pm.

PRESENT: First Selectman Llodra, Selectman William F.L. Rodgers, Selectman James Gaston, Sr.

ALSO PRESENT: Director of Economic & Community Development Elizabeth Stocker, Economic Development Chairman Don Sharpe, Fairfield Hills Authority Chairman James Bernardi (7:45pm), three members of the public and one member of the press.

VOTER PARTICIPATION: none.

ACCEPTANCE OF THE MINUTES: Selectman Rodgers moved to accept the minutes of October 15, 2012 as presented. Selectman Gaston seconded. All in favor.

COMMUNICATIONS: First Selectman Llodra noted the town will have curbside storm debris pick up. The highway department can be notified to schedule pick up.

FINANCE DIRECTOR REPORT: none.

UNFINISHED BUSINESS:

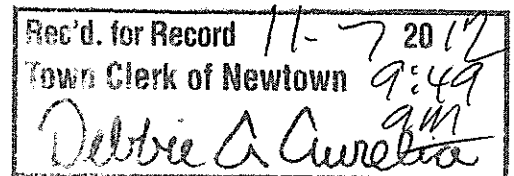
Discussion and possible action:

1. **Implementation Plan – Plan of Conservation and Development:** item to be carried and addressed December 3.
2. **Education & Prevention committee for Tick Borne Disease – December:** item to be carried and addressed December 3.
3. **Municipal Space Needs:** The Board of Selectman will meet with the Board of Education on December 18
4. **Policy Statement – Defined Contribution Plan:** item to be carried to December 17.

NEW BUSINESS:

Discussion and possible action:

1. **Leasing terms for Fairfield Hills economic development area:** Ms. Stocker noted that the Fairfield Hills Authority passed a resolution that outlined six points for leasing of the campus (Att. A). The intent is to attract development to the campus. The developers package was shared with the board (Att. B). Ms. Stocker discussed the marketing of the buildings (Att. C). There are about six areas this would apply to. Mr. Bernardi noted a subcommittee is working on this which includes people from the Fairfield Hills Authority and the Economic Development Commission. The Fairfield Hills Authority members are on board and would recommend this proposal to the Board of Selectmen. He said this proposal gets everybody on board beforehand. Selectman Rodgers asked if there was a cap for remediation or demolition responsibilities. Mr. Bernardi said that soil remediation has been complete; a certificate will be received by year end. Language options were discussed. Selectman Gaston understands the concept but it comes down to the economics, the cost benefits and what kind of return the town will receive. There are six eligible parcels, however once there is value added to the campus the offer will not stay on the table. Mr. Sharpe said the Economic Development Commission looks at this as a marketing plan for the town. The town faces the possibility of \$18 million in demolition costs to clear the land; there has been no solid proposal that the Fairfield Hills Authority or the Town could accept. An RFP will be drafted; a \$1 lease could be



for 30, 60 or 90 years but takes the demolition costs, remedial studies and financing from the town and puts it on the developer. It ties in with the fast track plan that was recently approved and the five year goal to raise the commercial industrial portion of the grand list by 1%. The Board of Selectmen agreed to support the concept of the proposal with a positive recommendation that this go forward for discussion with the Board of Finance and the Legislative Council. The Board of Selectmen will have to approve the final language in an RFP because it is town property.

2. **Transfer:** Selectman Gaston moved the transfer of \$2,238 from Contingency 01570-2000 to Council Expenses 01600-2013. Selectman Rodgers seconded. All in favor.
3. **Driveway Bond Release/Extension:** Selectman Rodgers moved to release the driveway bond, in the amount of \$1,000, to HRT Construction, LLC for Castle Meadow Road, M33, B5, L19.02. Selectman Gaston seconded. All in favor.
4. **Tax Refunds:** Selectman Gaston moved the October 2012 Tax Refunds #6 in the amount of \$6,095.70. Selectman Rodgers seconded. All in favor.
5. **Appointments/Reappointments:** none.

VOTER COMMENTS: Ed Shanley, 7 Little Brook Lane, thanked First Selectman Llodra, the Board of Selectmen, the highway department and the fire departments for their hard work during Hurricane Sandy. He hopes people respect their hard work.

ANNOUNCEMENTS: none.

ADJOURNMENT: Having no further business the Board of Selectmen adjourned their regular meeting at 8:12pm.

Respectfully submitted,



Susan Marcinek, Clerk

Att. A: Terms for the Lease of Development Parcels at Fairfield Hills, FHA minutes 10/17/12
Att. B: Fairfield Hills Authority – A Commercial Development Opportunity, August 2012
Att. C: Draft for discussion, terms for attracting/marketing Fairfield Hills, October 5, 2012

Terms for the Lease of Development Parcels at Fairfield Hills

The essential points of the proposal are:

- 1) Rent for parcels at Fairfield Hills will be \$1 for a lease term of 30 years, with an option to extend for up to 90 years;
- 2) The lessee is responsible for remediation and / or demolition of any building and / or site;
- 3) The lessee is responsible for obtaining a performance bond and must demolish and / or remediate the existing building within a predetermined timeframe;
- 4) Only buildings in the Commercial Development area of the Fairfield Hills Master Plan are subject to the RFP;
- 5) New buildings must adhere to specific design criteria and building and zoning regulations;
- 6) Any other approval may be described and agreed upon by a joint Economic Development Commission / Fairfield Hills Authority Planning Subcommittee.

Andrew Willie moved to approve, Michael Holmes seconded the motion. Jim Bernardi, Michael Holmes, Ross Carley and Andrew Willie voted yes. Renata Adler abstained.

Michael Holmes motioned that once an RFP is drafted which satisfies the terms of the resolution, the Fairfield Hills Authority will recommend the same to the Board of Selectmen. Ross Carley seconded the motion. Jim Bernardi, Michael Holmes, Ross Carley and Andrew Willie approved the motion. Renata Adler voted no.

FHA Minutes – 10/17/2012



TOWN OF NEWTOWN

FAIRFIELD HILLS AUTHORITY
Newtown, Connecticut



A Commercial Development
Opportunity

August 2012

Introduction

The Town of Newtown, Fairfield County, Connecticut acquired the former Fairfield Hills Hospital property from the State of Connecticut in 2004. A comprehensive reuse vision for the property is presented in the Fairfield Hills Master Plan. The Town of Newtown established the Fairfield Hills Authority, a municipal development agency, to implement the Master Plan.

The Fairfield Hills Master Plan calls for reserving a major portion of the 185-acre property for municipal and cultural use, as well as passive and active recreational use. A select number of existing buildings and land parcels have been designated for commercial purposes.

The Town of Newtown renovated Bridgeport Hall, a former hospital building located at the center of the Fairfield Hills campus, for its municipal offices. The newly renovated building is prominent and highly visible at the center of the campus. The building was occupied in the fall of 2009.



Newtown Municipal Center

Redevelopment Status

The Fairfield Hills Authority is charged with spearheading responses by developers for the commercial development opportunities at Fairfield Hills. Much progress has been made to date with campus improvements. Five buildings have been removed to date and bond funds have been requested for the Capital Improvement Plan (CIP) for the removal of others. Two buildings have been renovated and occupied for office use. A new baseball field has been constructed and is in use, the Newtown Youth Academy, a private sports and fitness facility was constructed and is open for business, permanent parking facilities for the Newtown Youth Academy and the Newtown Municipal Center have been installed. Parking for Woodbury and Newtown Halls is in place. Design of a new parks and recreation center is complete. Design of a new volunteer ambulance facility is complete and approved. Gas and electric lines were installed to complement the existing public sewer and water utilities. The Stratford Building and five duplexes have been cleaned of asbestos and hazardous materials and are ready for leasing and renovation.

Commercial Development

The Newtown Youth Academy, a private 86,000 square foot sports and fitness complex was built where a former hospital building once stood. The Academy offers indoor playing fields and courts, a fitness center, associated offices and support areas. The Academy opened for business on November 1, 2008.

A central landscaped median between Woodbury Hall (30,000 GSF) and Newtown Hall (16,500 GSF) was completed in the summer 2009 complementing the shared parking area designated for the campus reuse buildings. A summer Farmer's Market was moved to the campus in 2010 attracting many visitors on Tuesday afternoons.

Newtown Hall, the former administrative office building and Woodbury Hall, a former staff residence could be renovated for general or medical offices and service related businesses. A complete renovation of these buildings can bring them up to class

A office space while at the same time maintain the unique architectural character of the buildings. Demolition of the buildings is also a possibility.

A restaurant is suggested for Stratford Hall (9,000 GSF) however other uses including office or retail are also permitted. Five duplexes (4,200 GSF each) which were hospital staff residences are available for commercial reuse. Suggested uses for the duplexes include retail, offices and an arts community.

The existing buildings are considered "shovel ready" for reuse as administrative signoffs are the only requirement for the renovation permits.

Areas adjacent to the reuse buildings have been designated for infill redevelopment. While all buildings within the designated commercial development area are available for reuse, it is recognized that demolition and redevelopment may be more feasible.



Newtown Youth Academy

Location

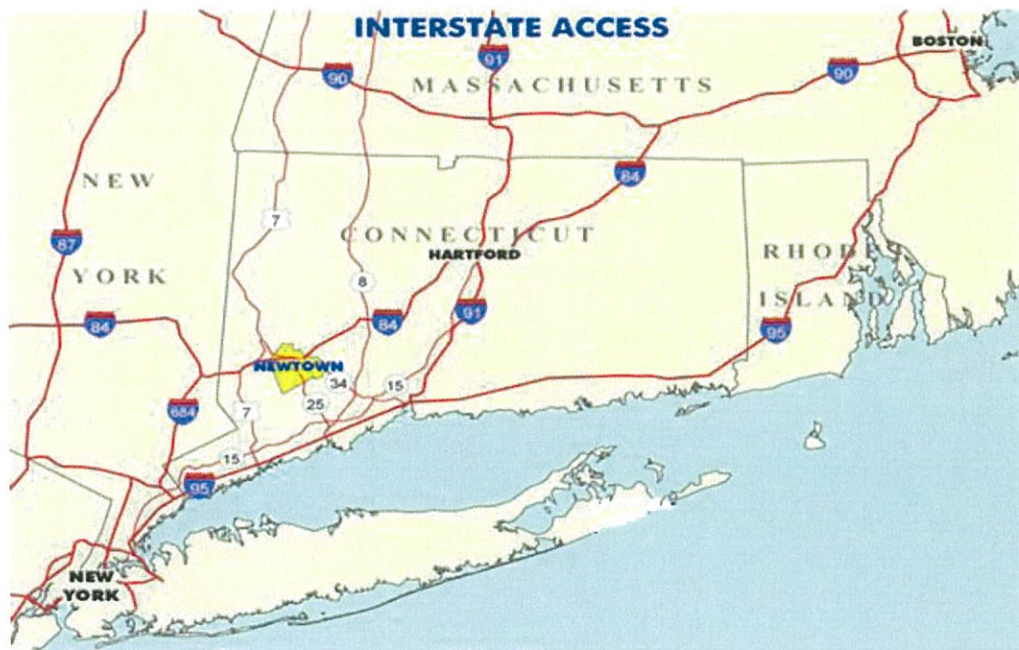
The Fairfield Hills property is located in the Town of Newtown, Fairfield County, Connecticut on Wasserman Way about one mile south of Exit 11 of Interstate 84. Wasserman Way runs east/west between CT Rt. 25 and CT Rt. 34.



Wasserman Way has been widened to four lanes in front of the campus. The intersection at the entry to the campus is signalized with turning lanes.

Interstate Access

Newtown is conveniently located near Interstate 84, the major east-west highway connecting Connecticut with New England to the east and New York, Pennsylvania and points beyond to the west. A number of major north/south roads provide access to Newtown and Interstate 84, including State Routes 6, 25, 34, 7, and 8. Nearby, in New York, Interstate 684, the Taconic Parkway, the Sawmill River Parkway and the New York State Thruway (Interstate 87) provide additional access.



Driving time to Hartford is approximately 50 minutes, New York City 75 minutes, New Haven 45 minutes, Stamford and White Plains 50 minutes, and only 10 minutes to Bethel and Danbury, from which Metro North commuter train service is available to New York City.

Redevelopment Proposals

The Fairfield Hills Authority is seeking qualified businesses and/or development firms to renovate existing buildings or to construct new buildings on the commercial development portions of the Fairfield Hills property. Residential development will not be considered.

Persons representing a group, business or a development firm with interest in entering into a lease with the Town of Newtown, CT for any building or premises upon the campus are welcome to contact the Fairfield Hills Authority (Authority) or its representative to discuss their ideas and plans. Once a reuse or redevelopment concept is accepted by the Authority, due diligence will be required to demonstrate project feasibility, financing and implementation before a lease is presented to the Board of Selectmen by the Authority.

The commercial development opportunity at Fairfield Hills is comprised of two components: (1) existing building renovation and tenanting; and (2) new building development;

Redevelopment Buildings and Lease Terms

The Authority will not sell the redevelopment buildings. The developers will be required to enter into a lease for the selected redevelopment buildings in "as is" condition from the Authority. Campus parking areas are common and will be shared upon the campus. Lease terms are negotiable.

"As-is, where-is"

The Authority will lease the selected existing buildings "As-Is, Where-Is, and With All Faults". Neither the Authority nor its consultant make any warranty, guarantee, or representation as to or concerning: (1) the nature, or condition of the buildings; (2) the compliance of the buildings with any laws, ordinance, rules, or regulations including Americans with Disabilities Act; (3) the manner, quality, state of repairs or lack of repairs of the buildings

and their systems; or (4) the nature and cost of renovations that may be required.

The lessee, at its own cost and to the extent it chooses, will perform a Due Diligence Review and lease the buildings relying solely on its own inspections, independent investigations by professionals it may retain, and building renovation and parking lot construction cost estimates from contractors of its own choosing.

Common Area Maintenance

The Authority as landlord will operate and maintain the common areas of the campus at its sole expense. Tenant's pro rata share of the common area maintenance charges are to be reimbursed by tenants as additional rent. Common Area Maintenance (CAM) charges shall be the amount of all necessary and reasonable costs and expenses actually incurred by the landlord in operating and maintaining the campus property in an appropriate manner commensurate with good business practice.

Redevelopment Buildings

The Authority encourages interested persons/firms to consider the retention and redevelopment of any existing buildings on the campus they deem to be feasible and appropriate. Reuse of existing buildings is appropriately considered "shovel ready" as renovation permits are an administrative function.

The buildings selected by the Authority for inclusion in this information package along with their suggested re-use are outlined and summarized on the following pages.

The Town of Newtown commits to a Fast-Track permitting process in order to facilitate the redevelopment of the campus.

Newtown Hall



Newtown Hall, 16,500 GSF, two story & basement, 1st floor 5,500 sq. ft., 2nd floor 5,500 sq. ft., basement 5,500 sq. ft.

Constructed in 1933, Newtown Hall was originally used as the Fairfield Hills administration building. The front façade contains an ornamental pre-cast entry colonnade and pediment. Inside, the main entry is adorned with tastefully detailed plaster and wood moldings. Most of the office spaces contain the original wood doors, transoms, and trim. Newtown Hall's existing layout, quality of architecture, and basic construction, makes it adaptable for office reuse.

Woodbury Hall



Woodbury Hall, 30,000 GSF, two story and basement, 1st floor 10,000 sq. ft., 2nd floor 10,000 sq. ft., basement 10,000 sq. ft.

Woodbury Hall was built in 1933 as a nursing staff residence. The 30,000 gross square foot two-story structure includes a basement and an attic. The building is symmetrical with a large entrance pediment and gabled roof ends. Although used primarily for staff rooms, the building has a layout that could lend itself to offices. Many of the existing rooms are of the size and proportion appropriate for office use. The building has a large entry space that could serve as an office reception area.

Stratford Hall



Stratford Hall, 9,000 GSF, one story and basement; street level 4,500 sq. ft., basement 4,500 sq. ft.

Stratford Hall was built in 1933 and utilized as the campus library and executive dining hall. The building is a handsome brick structure with masonry framing. The interior contains a 2,500 square foot center hall area with a 20-foot ceiling height, along with elegant arched windows. The building could conceivably be renovated for use as a quality restaurant, banquet hall, bank branch, unique retail shop, gallery or office space, and similar commercial uses.

Stratford Hall is declared clean of asbestos/hazardous materials.

Duplexes



There are five duplexes (4,200 GSF) available for reuse. The duplexes were originally built to house hospital staff. The two story structures, with sun porches and a one car attached garage, are grouped around an attractive green and form a unique area that is adaptable for office, gallery and retail uses.

Newtown Municipal Center



The complete renovation of Bridgeport Hall was undertaken to accommodate both the Town offices and the Board of Education offices. The 44,893 SF building has large, clear span interior spaces that are well suited to both public assembly space and to an open office environment.

The large barrel vaulted northwest wing accommodates the offices of the Health, Fire Marshal, Building and Land Use (Planning, Zoning & Conservation) Departments. The southwest wing, with similar space, accommodates the administration offices of the Board of Education.

The offices of the First Selectman and Finance Department are located adjacent to the Council Chamber, which is centered under the barrel vaulted ceiling in the southeast wing. The Tax Collector, Tax Assessor, Town Clerk, Economic and Community Development, Information Technology and the Fairfield Hills Authority also have offices in the building.

The building is an example of the reuse potential on the campus. It is functional and efficient, while offering architecture and interior space that is unique and fitting as quality office space for the Town of Newtown.

Development Land

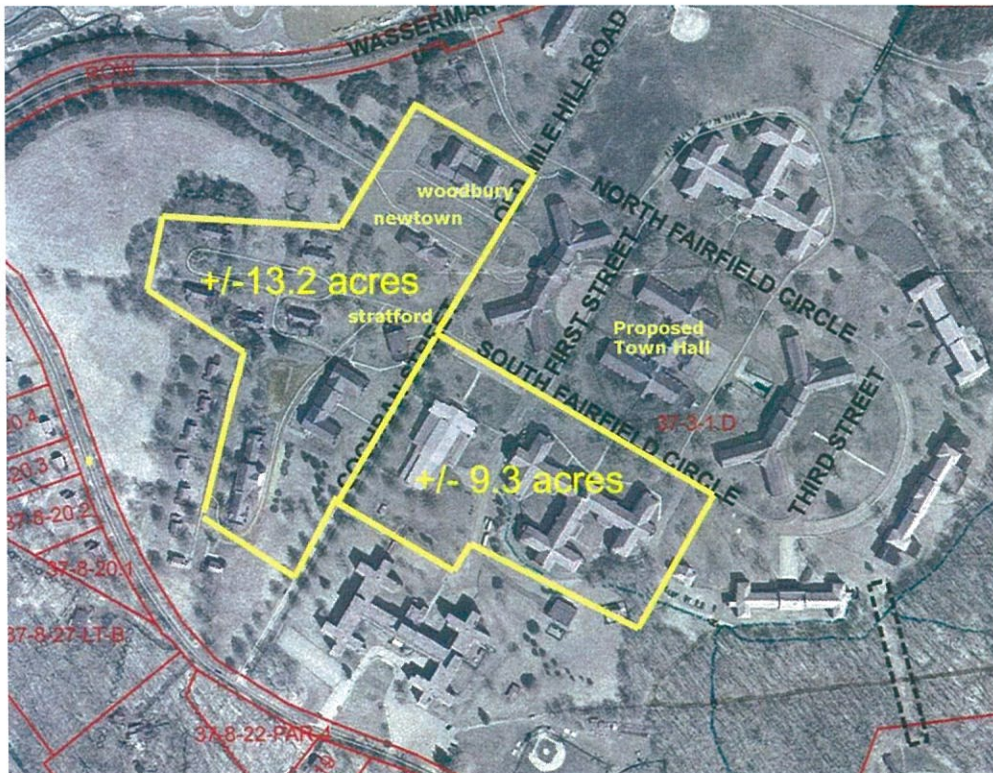
The Authority has designated an area of approximately 22.5 acres, which includes the redevelopment buildings, for commercial uses. In addition to the buildings previously described herein, there are a number of other existing buildings within the designated development areas. The Authority expects that these buildings will be demolished and infill development will be constructed in their place. However development firms are encouraged to consider retention and redevelopment of any structures they deem to be feasible and appropriate. The boundary line of the development parcel shown below is illustrative, as it has not been surveyed and may be adjusted to accommodate a specific development plan.



The master plan concept above illustrates the Newtown municipal office building at the center of the property, the new ball field, the Newtown Youth Academy, an area for a new parks & recreation center, eight renovated buildings, three existing buildings, proposed parking areas and the site cleared of undesignated buildings.

Existing Conditions

The tax map photo below shows the approximate boundaries and estimated acres of the areas designated by the Authority for commercial development. Three of the reuse buildings, Woodbury Hall, Newtown Hall, Stratford Hall and the Newtown Municipal Center (noted as proposed Town Hall) are all labeled.



The other buildings shown, both within and outside the designated development areas may be demolished or proposed for reuse by a development firm. Fairfield Hills has an extensive road and utilities infrastructure, including public sanitary sewers and water. Underground electric service, information and communications technology (ICT) and natural gas are planned for the campus.

Site Development Plan Approval

In general, any proposed new buildings would need to be for a use acceptable to the Authority and located to conform to the existing campus layout. The building design would need to be in harmony with and at a scale comparable with the existing buildings. A set of Campus Design Guidelines has been adopted and shall be utilized for site planning purposes.

The Fairfield Hills Authority will review all development proposals to determine if they are consistent with the Fairfield Hills Master Plan. Site Plan Approval by the Newtown Planning and Zoning Commission will be required for new development. Renovations and reuse of existing buildings involves an administrative sign off.

Business Incentive Program

Newtown's business incentive program is intended to encourage private investment, improve the physical appearance of the community, expand the local economic base, support strategic economic growth, and foster a healthy business climate

Business incentives may include a one-time subsidy by the Town for all or partial costs of qualified physical site improvements and/or the fixing of assessment of real property. The applicant may also request consideration for business incentives related to projects that may entail a large amount of personal property.

A copy of the Business Incentive Program is available on the Economic Development Commission's home page. http://www.newtown.org/pdf/Business_Incentive_Program.pdf

Fairfield Hills Adaptive Reuse Zoning (FHAR)

The Fairfield Hills Campus is covered by a Master Plan approved by the Newtown Planning and Zoning Commission in accordance with the Fairfield Hills Adaptive Reuse (FHAR) zoning regulations. The following principal and accessory uses and structures are permitted under FHAR zoning. Uses that are not listed as permitted will not be permitted.

Permitted Uses

- Corporate headquarters for one or more corporations
- Banks, financial institutions
- General, professional, governmental, Town and Board of Education offices
- Medical and dental offices
- Research and development facilities dedicated to the development and/or testing of products or specimens
- Publishing establishments
- Hospitals
- Conference center or meeting halls
- Recreational or sport facilities and fields, indoor or outdoor
- Shops and stores for retail sales, (limited to no more than 10,000 sq. ft. per tenant)
- Shops where personal services are offered (including, beauty salon or barber shop, day spa, dry cleaning services that do not conduct on-site cleaning, gymnastics, fitness centers, shoe repair, tailoring or dressmaking, photographic studio, copy center, rental services, counseling services)
- Restaurants, (including outside service, but excluding drive-thru facilities)
- Municipal Town Hall complex
- Government uses, (Excluding dumps, incinerators, recycling centers, transfer stations and other garbage disposal or handling areas, municipal garages or public works storage yards)
- Educational facilities, (including accessory housing and sport facilities)

Permitted Uses (continued)

- Museums
- Art galleries
- Cultural centers
- Performing art theatres
- Public library
- Senior center, teen center, child day care centers and elderly day care centers
- Nursery, greenhouse (provided that such is clearly incidental to a permitted use)
- Crop farming in open space areas
- Structured parking (providing that such parking is clearly incidental to a principal permitted use)
- Multi-specialty veterinary hospital providing, but not limited to, surgical, emergency, medical and oncology treatments for animals referred by outside veterinarians. Such a hospital does not provide routine or general veterinary services (i.e. vaccines, boarding or grooming). No outdoor runs are permitted and such a hospital shall be connected to public sewer

Residential reuse of existing buildings or new residential development of any kind, with the exception of housing accessory to an educational facility, is excluded from consideration by the Authority.

Submittal Requirements

Following initial conversations with the Fairfield Hills Authority or its representative, persons interested in participating in the Fairfield Hills Development Opportunity will be expected to submit the following information:

Letter of interest and description of the proposed project plan;

Qualifications of the interested party;

Case history(s) on projects of a similar nature successfully completed or currently under development;

Information that documents financial capacity to provide the equity and attract debt financing; and

A description of the proposed development or vision for use of the Fairfield Hills property.

General Conditions & Limitations

This package contains drawings, illustrations, and other information that is provided to give a broad picture of the project. Interested persons are encouraged to visit the property and independently determine the suitability of the buildings and the development potential of the designated land areas.

Specific information on the master plan, buildings, utilities, capacity and location are available online at <http://www.FairfieldHills.org> .

The distributing of this package does not represent an offer or commitment by the Fairfield Hills Authority to enter into an agreement with any interest or pay any cost incurred in preparation of a submittal.

The Authority has sole discretion and reserves the right to reject any submissions or proposals, cancel the development opportunity at any time, and negotiate or conclude leases for one or more of the redevelopment buildings or any part of the development land.

Inspection of the Property

The Fairfield Hills campus is open to the public. There is an extensive road network through the property. The areas proposed for new development and the exterior of the reuse buildings can be seen at any time. Inspection of the interior of the buildings requires an advance appointment prior to visiting the property.

Additional Information

There is extensive information concerning the Fairfield Hills Campus and the Town of Newtown, CT online. You are invited to review the reports, maps, illustrations, detailed building descriptions and floor plans by visiting the web sites for the Fairfield Hills Authority at <http://www.FairfieldHills.org> for the Town of Newtown, CT at <http://www.Newtown-CT.gov> and for the Newtown Economic Development Commission at <http://www.Newtown.org> .

Questions:

For questions, additional information or to make an appointment to inspect the interior of buildings please contact:

Elizabeth Stocker, AICP
Director of Economic and Community Development
Newtown Municipal Center
3 Primrose Street
Newtown, Connecticut 06470
Phone 203-270-4271
Facsimile 203-270-4205
E-mail Elizabeth.Stocker@Newtown-CT.gov

Proposals Should Be Addressed To:

Fairfield Hills Authority
Newtown Municipal Center
3 Primrose Street
Newtown, Connecticut 06470

10-5-2012 – Draft for Discussion – Terms for attracting/marketing Fairfield Hills

Approach & Concept for Marketing FFH Commercial & Industrial Zoned property

- **Purpose & Intent:** To minimize cost of demolition/environmental remediation and/ or building renovation to the town and make those costs the responsibility of the parties who wish to lease FFH property identified in the current or revised Master Plan as Commercial / Industrial
 - The property is advertised as \$1.00 for a long-term lease (30 years) with options to extend
 - The party leasing the property has the sole responsibility for all demolition/remediation as part of the lease agreement
 - Property must meet the current Zoning Regulations as per re-use and design criteria as per guidelines
 - The taxes assessed for the completed structure / improvement will be the future income stream to the town instead of the yearly lease cost lost from the initial transfer cost
 - Utility connections will be the responsibility of the developer – Town will guarantee utilities are in the road adjacent to the lease parcel
 - Parking will be dedicated to support the proposed use and will be part of the lease

- **Proposed Constraints :**
 - Only applies to property currently or being re-defined in the Master Plan as Commercial & Industrial Areas within the FFH Master Plan and complies with FFH Re-use Zoning including campus design criteria.
 - Property should be under a long term lease, complying with current Lease /Own FFH restrictions; propose 60-90 years to have potential financial institutions incentives.
 - Would require the leasing parties to provide a Bond of sufficient size to cover the work with stringent time limits for initiating and completing the property improvement / replacement; with a bond in place the work could be done by the Town by default. This will allow for the work to be done in a timely manner.
 - Site-wide common charges would be in place and shared. Will be evaluated on a two-three year basis.

- **Note:**
 - It is important that if this is a viable Approach to reduce demolition cost to Newtown; to maintain or increase those areas in the revised Master Plan for Outside Office , Commercial or Industrial areas.
 - Will only address those buildings within the areas zoned as Commercial and Industrial and would reduce the projected Capital Expense for site-wide demolition and environmental remediation.

- Remaining structures in proposed for “Town use or Open Space” will require Grants or Town funding for demolition and or remediation.