

Halls Road Improvements Committee Minutes  
December 3, 2015

Present: BJ Bernblum, Bud Canady, Mike D'Occhio, Diane Birdsall, Michael Lech, Jim Graybill, Frank Morelli, Michael Perks, First Selectwoman Bonnie Reemsnyder  
Absent: Lindsay Eisensmith

First Selectwoman convened the meeting at 6:30 PM.  
As there were some new members present, introductions were made again.

**Approval of Minutes of 12 November 2015**

A motion to approve the minutes as presented was made by Michael Perks, seconded by Bud Canady. So voted.

**Review Documents from Sarah McCracken**

Michael Perks gave a recap of the original vision of improvements to Halls Road as first presented with the help of the MCCD (Mentoring Corps of Community Development) and Sarah McCracken, Landscape Architect. The improvements were to go from the corner of Halls Road and Rte. 156 to the Florence Griswold Museum, in an effort to encompass the arts area. Originally, it was presented as "The Avenue of the Arts", as Old Lyme is referred to as an Arts Community. Further discussion about the area included the discussion to define the area to extend all the way up to Sill Lane, where there is land owned by the town, and is known to some as the "North Green".

**Work Plan**

BJ Bernblum submitted a draft work plan that included 12 tasks that it would take to develop a master plan for the Halls Road Improvements. There was extensive discussion about the items on the work plan and the order of the tasks. In general, the work plan was well received and all agreed it is a good start.

**Qualification Based Selection Process Discussion**

Frank Morelli felt that for this project it would be important to choose a firm to work with based on the QB Selection Process. First Selectwoman Reemsnyder gave a brief overview of the process, as many state-funded projects follow this format. The process involves advertising for Qualifications from firms interested in developing the ideas and plans for a project, interviewing a minimum number of firms (to be determined by committee or other requirements), rating the firms based on specific criteria and once a firm is chosen, define a clear scope of work before discussing costs. This allows the town to work with a firm based on qualifications rather than lowest bid. In fact,

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depending upon the source of funding secured for the project, this process may be required.

### **Discussion regarding leadership**

There was a discussion about how to make decisions, based on quorum present, etc. Since the committee is made up of 9 members, a quorum of a majority would be 5 members. If only 5 members were attending, and only a majority vote was required, it would be possible that a vote could approve a motion with only 3 members in favor. That would be only 1/3 of the entire committee. After further discussion, it was agreed that a quorum will require a majority of all committee members and that votes will pass with a majority of those present, but in no event fewer than 4 votes. It was also decided that a member of the committee may attend a meeting by conference telephone, provided that he or she, and the members of the committee present in person, can all hear one another throughout the member's participation.

After discussing potential candidates for chair, Michael Perks made a motion to nominate BJ Bernblum as Chair. Michael D'Occhio seconded the motion. So voted. It was also agreed that if BJ is not available to chair a meeting, he will designate an alternate or, failing that, the secretary will chair.

A motion was made by Michael Perks that whoever serves as secretary would serve for 3 months or longer if they chose, and then another member would volunteer for 3 months. Seconded by Michael Lech. So Voted. Michael Perks volunteered to serve for the first 3 months.

### **Discuss Meeting dates for 2016**

The committee discussed the best dates and times and it was agreed that the first Thursday of the month was a good day for members. The dates for 2016 would be Jan. 7; Feb. 4; Mar. 3; Apr. 7; May 5; June 2; July 7; Aug. 4; Sept. 1; Oct. 6; Nov. 3; and Dec. 1, 2016. A motion was made by Bud Canaday to approve the dates listed. Michael Lech seconded the motion. So voted.

Throughout the meeting there was discussion about inviting a professional who regularly works on these types of projects, suggested by Michael Lech. Though there was some concern about inviting someone too early, it was agreed that hearing a presentation on projects completed in other communities, and the process that was developed, might help to get us on the right track. A motions was made by Bud Canady to direct Michael Lech to invite one of the experts he is familiar with to come to the meeting in January to present to the committee. Michael D'Occhio seconded the motion. So voted.

There was consensus that the committee should agree on the ultimate objectives hoped to be achieved by the project. Each committee member was asked to draft his or her

version of such a "mission statement" and to email it to the secretary in advance of the next meeting. It is expected that these statements, as well as a proposed geographic scope for the project, will be discussed at the next meeting.

**Adjournment**

A motion to adjourn was made by BJ Bernblum at 8:44 PM, seconded by Michael Lech.  
**So Voted.**

Respectfully submitted,

Bonnie A. Reemsnyder  
First Selectwoman