

**Advisory Committee
On
The Former Norwich State Hospital Property**

Minutes of the July 20, 2009 Organizational Meeting

Members Present: Mayor Benjamin Lathrop, City Manager- Alan Bergren, Robert Mills- Executive Director of NCDC, John Bilda- General Manager of NDPU, Alderman- Peter Desaulniers, Peter Davis- Director of Planning & Development, John Paul Mereen- Citizen Representative, Tucker Braddock- Citizen Representative

Members Absent: Alderman- William Nash

Others Present: Corporation Counsel- Michael Driscoll and Attorney- Karl Sternlof both of Brown Jacobson

Meeting was called to order by Moderator Mills @ 5:30 P.M.

Roll call was taken and a determination was made that a quorum was present.

Introduction of Committee Members and Corporation Counsel was undertaken.

Mr. Mills served to moderate the meeting as Chairman. Chairman Mills provided a general update of his experiences relative to attending the Preston meetings and reviewing efforts to find a developer. Chairman Mills expressed the opinion that in this economy the process would be difficult for either Preston or Norwich to secure a developer who would be able to Master Plan and develop the entire site.

Chairman Mills recommended that we develop our own Master Plan and consider such matters as uses, density, etc. General discussion among the members included such topics as general objectives, completing a cost-benefit analysis, master planning process, zoning, public participation, timelines and identification of grant programs.

Chairman Mills requested Corporation Counsel Michael Driscoll review the charge to the Committee in accordance with the City Council resolution of July 6, 2009. Attorney Driscoll noted that the primary charge to the Committee was to complete the task of due diligence. Examples of such tasks were in part, a new title search, review survey plan, further review of environmental issues, estimate costs to abate hazardous materials and remediate site, review of potential costs associated with maintenance, security, fire protection and responsibilities under the Transfer Act.

Chairman Mills initiated discussion of assigning tasks to groups in order to begin the due diligence process. Tasks were assigned as follows:

- **Environmental, Survey, Title, Demolition, Archeological & Historic Issues;** Davis, Mereen, Braddock
- **Assemble Existing Data;** Mills, Davis
- **Sourcing Grants and Funding;** Bergren, Mills
- **Maintenance, Security, Fire Protection;** Desaulniers, Nash
- **Infrastructure & Utilities;** Bilda, Lathrop. Mereen, Mills

Chairman Mills handed out a draft of the process for completing a Master Plan, which he thought might be a format for the Committee to follow. Peter Davis stated that the overall concern should be that the City be able to create enough value in the end to ensure that liabilities are off-set. If not, may not be worth taking the property. Peter Desaulniers questioned the time frame we might expect to experience, relative to having the property prepared for development. Chairman Mills expressed that he felt the City should be able to accomplish the task of pre-development work in advance of the market return in 3-5 years. He also pointed out that we should not overlook the fact that public utility revenue should be considered as additional value, as it would relate to the cost-benefit analysis.

Attorney Karl Sternlof was then asked to review the terms of agreement with the State of Connecticut. Generally, they are as follows:

- Update Title
- Survey review
- Environmental due diligence
- Structural reviews
- Review Transfer Act requirements
- All at our cost, which must be approved by City Council

Members discussed issue of funding to complete immediate and necessary tasks and how and when to approach City Council. City Manager Bergren suggested that a preliminary budget be prepared, which could be presented to Council on August 3rd. Budget to include estimated costs for title work, survey review, insurance, environmental work, maintenance, security and fire protection, required filings with State and recording secretary. Chairman Mills will put budget together for review.

Meeting schedule was discussed and it was determined that meeting @ 5:30 prior to City Council meetings, would be preferred, pending coordination with Alderman Nash's schedule. Public comment could be added to agenda.

Accordingly, next meeting was scheduled for August 3, 2009 @ 5:30 in Room 335, City Hall.

Meeting adjourned by Chairman Mills @ 6:43 P.M.