

MINUTES
PLANNING AND ZONING COMMISSION
SPECIAL MEETING
INCENTIVE HOUSING ZONES (IHZ) SUBCOMMITTEE
WEDNESDAY, SEPTEMBER 30, 2009– 9:45 AM
PORTLAND TOWN HALL
33 EAST MAIN STREET
1ST FLOOR CONFERENCE ROOM 102

Members Present: Chairman Donald Bascom, Peter Clark, Carl Fitzgibbons, Bruce Tyler
(Alternate),

Members Absent: Bette Jenak, Michael Woronoff, Peder Samuelson (Alternate)

Town Staff Present: Deanna L. Rhodes/Planning and Land Use Administrator

1. Call Meeting to Order: The meeting was called to order by the Chairman at 9:45 a.m.
2. Introduction of Members and Seating of Alternates: The Chairman seated Bruce Tyler in lieu of Carl Fitzgibbons because Mr. Fitzgibbons had not reviewed the RFQ's of the consultants to be interviewed, and had not attended previous subcommittee meetings.
3. Incentive Housing Zone Planning Consultant Interviews (Started at 10:00 a.m.)

The IHZ planning consultant selection subcommittee members and Land Use Administrator interviewed the following firms/teams using prepared questions and a rating system to evaluate their responses:

- Concord Square Planning & Development, Inc. – Boston, MA
- Central Connecticut Regional Planning Agency – Bristol, CT

(Mr. Fitzgibbons left the meeting at approx. 11:45 a.m.)

- Turner Miller Group – Cheshire, CT & Catherine Johnson/Urban Planner & Architect – Middletown, CT
- Planimetrics – Avon, CT

The ratings of all members were tabulated after each interview was conducted and it was determined that the Town would check references for and begin negotiations with Concord Square Planning & Development, Inc., as they had received the highest rating of all consultants interviewed.

4. Adjourn: A motion was made by Bruce Tyler and seconded by Peter Clark to adjourn the special meeting. Motion passed unanimously. The meeting adjourned at 3:05 p.m.

Respectfully Submitted,

Deanna L. Rhodes, Planning and Land Use Administrator

cc: TC, FS, BOS, PZC, Planning, Book, Library, Board, DK