

Hub of Hartford Steering Committee Meeting Notes
March 24, 2008
8:30 a.m. – 9:30 a.m.

Attendees: Joe Barber, Kevin Burnham, Jennifer Cassidy, Julio Concepcion, Toni Gold, Tom Kurtz, Tom Maziarz, Jackie McKinney, Tomas Nenortas, Bob Painter

1. Minutes of 3/18 Meeting

Approved

2. Discuss and edit as needed CRCOG's "Proposed Process to Start I-84 Viaduct Study:"

Tom Maziarz began discussion about this document by stating that he saw his charge as being to put together an outline of a process to get study underway, using a contracting agent.

The key goal right now is to get it going relatively quickly, which we can presumably do right now with City funds offered by the Mayor. If we then do indeed get started quickly, it is important that the process be structured to add state and federal funds if and when they come in. Therefore, the process has to be flexible while also providing a foundation for a follow-up study.

It would be the goal to get this study done in a year. The Mayor would like this done more quickly, but that does not seem to be realistic.

Given the above information, Tom outlined how such a process would be accomplished, and then went through the document and explained it in more detail.

Tom Kurtz raised a concern that he did not think it was wise to begin without money for the whole scope. He did not understand how only a piece of study provides enough substance for us to move forward.

Tom Maziarz agreed with the concern, but responded by stating that if we proceed on the basis that we have at least \$100,000, and that in the next two to three months we will know about another \$100,000, by the time we get the consultant-selection process underway we'll have a better idea of what we're doing. And if it is state or federal money, then you are talking about another 12 months in the future, so it is good to get things going as soon as possible.

Lee Erdmann is going to put this in the budget for next fiscal year and this gives us a few months to get other money. The 12-month timeline does not begin until we issue the RFP. Moreover, state and federal RFQs are not fee proposals; they are requests for proposals, and the proposal that follows will end up being a detailed scope of work.

In terms of money for the study, it was agreed that Bob would follow up with Al Martin, as well as the Mayor, and that Tom Maziarz would explore potential available funding sources at ConnDOT. It was also agreed that the Norquist event at the LOB might be good time to push for a match of the money committed by the Mayor.

Bob also reported that the Mayor is happy to have this group be the client.

Action: the steering committee agreed that CRCOG, if it is willing, should be the contracting agent for the study under the process that was outlined.

3. Norquist visit April 15 & 16:

a. Walking tour & meeting with the Mayor - Tom Nenortas and Bob Painter

Walking tour: Tomas reported that Council administrative assistants have been contacted and a more formal invitation will go out next week. The walking tour will start at the Lyceum parking lot and will include Flower Street, the parking lots underneath I-84, Asylum Hill, Union Station, Bushnell Park, the Armory, and Broad Street.

b. Public presentation, Tuesday evening: Jackie & Jennifer

Jennifer has a meeting today with Richard Frieder to get flyer finalized. If today does not work, she is going to figure out something else. Toni requested that Jennifer ask that there be no screen in the room so the whole wall can be used for the presentation.

c. Business breakfast presentation, Wednesday morning: Mike & Julio

Everything is all set. It will take place at 242 Trumbull Street in the Century Room on the 2nd floor at 8:00 a.m. on April 16th. Aetna is paying for the breakfast and Mike Zaleski will soon be sending out the final draft of the event flyer.

d. LOB lunch presentation, Wednesday noon: Bob

Derek Donnelly in the Mayor's office is arranging the details. This is the Mayor's opportunity to talk about his regional transportation initiatives. It was also suggested that this event is perhaps the place for the Mayor to ask for the other \$100,000 that we will probably need.

e. Other?

Toni has a call today with Norquist and asked if there was anything else about which she should talk to him. The only thing stated is that his presentation for the LOB should be shorter than the other two presentations that he will be doing.

4. Discuss and edit as needed RFP6, Section III, "Consultant's Statement of Work", revised by Toni per last week's comments and by Kevin to re-write and consolidate the "Deliverables" section:

Kevin went through his proposed changes for the steering committee. Everyone agreed and adopted his suggestions.

5. Next steps

a. Assignments

- ◆ Joe Barber will write up and send out meeting notes
- ◆ Bob Painter:
 - Checking with Derek Donnelly about the LOB luncheon and how it will be announced.
 - Following up with Al Martin on the issue of potential ConnDOT funding as well as to see who will represent ConnDOT on the Hub steering committee.
 - Talking to the Mayor and Lee about how important this is and that the LOB is a good time for the Mayor to make a pitch about his regional transportation efforts.
 - Leaning on John Rose to expedite the funding contract with CRCOG.

- ◆ Tom Maziarz will also communicate with DOT staff about the possibility of additional funds.
- ◆ Julio Concepcion and Mike Zaleski will complete the flyer and invitation for the business breakfast and proceed with event promotion.
- ◆ Jennifer will talk to Richard Frieder at the library about its promotional piece, and she will get us a copy of whatever is created. Jennifer will also ask about using the wall rather than a screen and if this whole thing can be put on HartfordInfo.org.
- ◆ Toni Gold will send Norquist the RFP, so that we can talk about it over dinner after the public presentation on April 15th.

b. Next meeting

April 22 2008 at 8:30 a.m. at 525 Main Street, 4th floor.