

# Thames River Heritage Park



**Thames River Heritage Park  
Transition Team Meeting - Minutes  
Wednesday, August 26, 2015, 0800  
Fort Trumbull State Park - Conference Center  
90 Walbach Street  
New London, Connecticut**

**Attendance:**

Committee Members: Pamela Aey Adams, Kristin Havrilla Clarke, Chris Cox, Ellen Cummings, Brent Eugenides, Marian Galbraith, Juliet Hodge, Capt. Carl Lahti, Laura Nadelberg, Penny Newbury, Penny Parsekian, Bob Ross, Tom Tyler, Robert Yust

Other: Judy Benson (The Day), Tom Glendening (E3Think), Carlos Pujol (P3GM)

I. Call to Order: Chairman, C. Cox @ 0800

C. Cox called on Marian Galbraith to introduce consultants on Bike Share programs  
Tom Glendening and Carlos Pujol are consultants with expertise in the field of Bike Share, Ride Share and connecting hubs in Urban Areas. Most recently, they were involved in City Bike in New York City and Bike Share in Hoboken, NJ. They are attending today's meeting pro bono.

Tom and Carlos suggested six innovations that would be helpful in connecting the assets of the TRHP within the urban areas and, across the river. They include the following:

1) Smart Parking (Xerox as a potential partner) – Utilizes technology to minimize parking issues in areas of limited parking availability. Shows where available parking is located, lets drivers avoid congested areas and, once parked, drivers can pay via phone App. Employs “demand base pricing.”

2) Micro-Transit Hubs: Self-sustaining, year-round, Intermodal or Multimodal Hubs where passengers are transferred between vehicles or modes of transportation.

3) Wayfinding – Build on current wayfinding proposal in New London by utilizing Wifi. Reach out to surrounding towns.

4) Lighting Schemes for user friendly streets (G.E. as a possible partner)

5) Critical Mass – Tie park into Tourism and utilize existing tourism draws to enhance the visitor experience.

6) Innovation Platform – Focus on TRHP as a platform for small business and tech. companies to showcase their products/technology.

The aforementioned innovations are very doable in this relatively small area. Implementation would be much easier and cost effective than in larger urban areas such as New York City. Tying together bikes, ferries, trains, taxis.

Market the park with Technology proposals to see what interest there is among CT and area Tech companies.

C. Cox commented that these ideas are more for the long range plans. Right now, the TRHP is in capacity building stage with the highest priority being the implementation of the Water Taxi Operation.

T. Glendening suggested that both could be done in an effort to connect Groton and New London. Start with something small such as 20-30 bikes, including electric assisted bikes, at established transit hubs then, connect the sites.

C. Cox suggested that a next step might be to work with consultants on an initial small plan for next spring.

C. Pujol said that because this is a small area, technology showcasing would be far more visible than in an area that is spread out. This higher visibility could be more enticing for companies to showcase their technology.

## II. THRP Chairman's Report/Announcements

This past month has generated productive discussions in the committees. It is vitally important that a TRHP Business Plan be developed as quickly as possible – especially in deciding how expenditures are to be made from the \$750,000 proposal.

Communications are fairly good.

The TRHP needs to work at the core of supporting the State Park sites.

## III. Approval of Minutes July 29, 2015 – P. Adams

MM: M. Galbraith – Approve as presented

MS: E. Cummings

Vote: All in favor, no opposition, no abstention

## IV. Fiduciary Report – J. Butler

Not present, No report submitted

M Galbraith reported that the Southeastern Ct Council of Governments Executive Board has agreed to be the Fiduciary Agent for the TRHP Transition Team. Jim Butler will keep the records. A full Board meeting of the SCCOG is scheduled soon.

## V. Committee Reports

A. Organization Committee – Chair: Juliet Hodge

-Establishing an entity name is challenging. Thames River Heritage Alliance was suggested.

-Looked at office space at the seCTer (Southeastern Connecticut Enterprise Region) Office upstairs from seCTer. Looking for other Non-Profit groups to cost share rental of the space.

- A tentative Timeline (Shared via email 8-26-15) has been developed.
- Target date for Transition Team Work completion is Memorial Day 2016.\*
- This would mean that 501C3 private, not-for-profit organization is established and TT turns over all operations to the new entity.
- A Budget and Marketing plan must be done by December 2015
- Scope of Work for the Non-profit must be outlined.
- A determination of who the new Non-Profit's Board of Directors should be.
- A completed Plan of Operation for the Water Taxi needs to be in place.

\* There is discussion of changing the target date as the current proposal may be a bit too aggressive.

B. Governance Committee – Chair: Joe Selinger

Not present, No report submitted

C. Finance Committee – Chair: Chris Cox

- Committee assembled a chart of accounts which is still in draft form.
- C. Cox requested approval from TT to speak to Fred Conti of Noank , a C.P.A., regarding how best to proceed with book keeping, audits and other financial criteria.

TT gave its approval.

A brief discussion was held when to hold a soft opening and a ribbon cutting. R. Ross stressed the importance of selecting a date other than a holiday so that the TRHP can “own” the date. Otherwise, the Ribbon cutting can get lost or overshadowed by other events.

D. Communications & Programming Committee – Chair: Penny Parsekian

(Report shared with TT via email 8-26-15)

- Penny drafted an email to stakeholders, including the recommendation that from now on they use the website as the source of updates, but her committee member, E. Cummings, suggested that the email updates continue. All agreed that this was important and Penny will edit her draft email accordingly (Shared with TT via email 8-26-15). Any corrections to this email must be sent to P. Parsekian by August 31, 2015.
- In order to maintain a consistent message, C. Cox will be the spokesperson for the TRHP TT. Please refer all inquiries to him. If Chris is not available, P. Parsekian will respond.
- Scheduling meeting with the Editorial Boards has been postponed until there are specific new developments to report.
- Marketing Plan. D. Donovan drafted a marketing plan (Shared with TT via email 8-26-15). Please review and comment.
- Penny has requested that TRHP be registered with the Eastern CT Regional Tourism District
- P. Newbury has been blogging about the TRHP. Can access blog via website
- Discussion on when to bring the area historic sites in for a collaborative discussion. The original target date was October 2015. This should be delayed until a later date (May) while details are being worked out with State Parks and Water Taxi. K. Clarke suggested March would be better. Need to get “anchor” sites in line first before bringing in other organizations.

E. Water Taxi Planning and Operations – Chair: Marian Galbraith

- Presented Report at meeting (Shared with TT via email 8-26-15)

- Met on August 10 & 24.
- John Mathias of NAVSEA sent a strongly supportive letter to the Defense Logistics Agency Disposition Services of Norfolk in favor of Groton acquiring the two vessels.
- Boats are valued at \$137,000 each and would be a gift to Groton.
- Need to set final budget for Shipping, De-preservation. Outfitting and storage
- Boats will come with canvasses. There was a question as to whether the canvasses would come with the boats. The pattern to make new canvasses will also be included.
- Boats will be kept as original as possible to give passengers the feel of riding on a real Navy vessel.
- A marine survey will have to be done prior to taking the vessels (if awarded). The Vessels need a separate Business Plan Chris, Marian and Henry Collins are requesting assistance from SECTER in putting together a Business plan for the Water Taxi Operation.
- Pier at Nautilus – R. Ross is awaiting a formal proposal from DEEP to build pier at Nautilus.
- Design for pier is done – floating dock. Support and cost share would come from State, Towns and TRHP.
- DEEP reports that the dock plan has to be updated – original plan was done 10+ years ago. DEEP owns the plan and therefore will have to update and provide a new cost estimate. Jesse Stratton has been involved with the pier meetings.
- T. Tyler will touch base with J. Stratton and emphasize the current time frame expectations of the TRHP TT.
- Discussion for timeline of pier construction at the Nautilus.
- Repairs to the floating dock and Pier system at FT Trumbull have to be made. Damages to dock were a result from severe coastal storms. Park Supervisor will submit project request.
- The TRHP TT envisions the Non-Profit Entity to contract with a private vendor to operate and maintain vessels. Also will need to dock and store at a marina that will allow outside contractors to come in and perform work on vessel.
- The Water Taxi Committee needs money immediately so if/when award of boats to Groton is made, the City can respond quickly and cover costs of Marine Surveyor to inspect boats prior to taking possession and shipping. The final decision is imminent.

MM: C. Cox – The TRHP TT pre-approve funds to cover the cost of a Marine Survey on the vessels and Shipping fees for the two vessels. (Survey ~ \$1,500 and Shipping ~\$6,000). The expenditure shall not exceed \$10,000.

MS: B. Ross

Vote: All in favor, No opposition, No abstention

## VI. Summer 2015 “Keep the Momentum Going” Event – C. Cox

- A. CT Maritime Heritage Festival (September 9-12, 2015)
  1. How does Transition Team wish to participate?
  2. Budget Allocation?

The TRHP TT decided not to participate as it is too soon to market. Plans need to be more concrete.

## VII. Good of the Order

- The TT decided that posting meeting minutes and agendas on the website would be an appropriate mechanism to keep Stakeholders and the public apprised of park status.
- Towns should link to the website.
- Link should also be sent to Stakeholders.
- J. Hodge has obtained two free file cabinets for use by TRHP.

VIII. **Next Meeting Date: September 23, 2015 Time: 0800 @ Fort Trumbull State Park Conference Center**

IX. Adjourn @ 0915

MM: E. Cummings

MS: K. Clarke

Vote: All in favor No opposition, No abstentions

Respectfully submitted,

Pamela Aey Adams

Secretary