

**East Haddam Economic Development Commission**  
**Regular Meeting Minutes**  
**October 6, 2016**

Attending: R. Casner; D. Bergeron; R. Parady; K. Staehly  
Absent: J. Albuquerque; P. Rubenbauer; F. Weissbach  
Guests: E. Blaschik; E. Lyman; S. Smith; R. Snow

Mr. Casner called the meeting to order at 7:02 p.m.

**Minutes** – The Commissioners reviewed the minutes from the September 1, 2016 meeting. The following revisions were made:

- Change the 2<sup>nd</sup> paragraph on page 2 to: *“Mr. Lyman reported that a traffic study is being done on Lumberyard Road for the purpose of improved access to the area.”*
- Change the 3<sup>rd</sup> paragraph on page 2 to: *“There was a general discussion regarding the removal and clean-up of the garage on the site.”*

MR. STAEBLY MADE A MOTION, SECONDED BY MR. PARADY, TO APPROVE THE MINUTES OF THE SEPTEMBER 1, 2016 REGULAR MEETING AS AMENDED. UNANIMOUS AYE.

**OLD BUSINESS**

**Status Reports:**

Mr. Casner stated that, in consideration of Mr. Lyman’s schedule, the agenda would be amended to hear the First Selectmen’s Update next.

2. **First Selectmen’s Update**

Mr. Lyman reported on the following:

- Work on the conversion of the old Middle School to municipal offices was moving forward on schedule.
- The state has started construction on a radio tower on Mt. Parnassus.
- He and the Finance Director had reviewed and support EDC’s proposal for a replacement for the Economic Development Coordinator.

1. **EDC Chairman Update**

- i. EDC Coordinator Position - There was a general discussion regarding the Economic Development Coordinator’s position and Mr. Casner confirmed that it is a 10 hour/week position. Mr. Staehly recommended that the job description include language stating that the role should be pro-active in promoting support for the business community. Mr. Casner noted that the description states that the individual must be available in the Town offices during regular business hours and that there is also a stated expectation of out-reach to the local businesses.

MR. PARADY MADE A MOTION, SECONDED BY MR. STAEBLY, TO AUTHORIZE MR. CASNER TO NOTIFY THE FIRST SELECTMEN’S OFFICE TO POST THE ECONOMIC DEVELOPMENT COORDINATOR’S POSITION. UNANIMOUS AYE.

- ii. Scenic Easement Application – Goodspeed Airport – This agenda item was not discussed during the regular meeting.
- iii. Update on Zoning Revisions for IG Zone – Mr. Casner reported that, at a Public Hearing on September 13, 2016, the Planning & Zoning Commission approved the proposal drafted and recommended by EDC to reduce the zones in the 4-Corners area from eleven to three zones. He noted that several business owners, in attendance at the meeting, spoke in favor of the change.

2. **First Selectmen’s Report** – This agenda item was reported on earlier in the meeting and is covered in the above minutes.

3. Goodspeed Landing Committee – Mr. Casner advised that he expected the new Economic Development Coordinator will help write up the specifications for the RFP for a Master Plan for the site. He noted that there is funding in EDC's budget for that project.
4. Agriculture Committee – Mr. Staehly reported that the Agriculture Commission had reviewed Planning & Zoning's Intensive Commercial Farming Operations draft ordinance and provided feedback. He noted that they have not yet seen a revised version of the draft ordinance. In response to a request from Mr. Casner, Mr. Staehly agreed to provide the EDC Commissioners with a copy of the revised draft ordinance for their review.

5. Tourism Committee –

- i. Events Magazine/East Haddam News – Ad Support – Mr. Staehly reviewed his proposal for advertising in the Events Magazine, INK, and the East Haddam Newspaper and the Commissioners discussed options to manage the budget for ad support. Mr. Staehly agreed to check with INK to see if they would agree to doing two insertions rather than the generally required minimum of four.

In response to a question from Ms. Smith, Mr. Staehly provided her with information on the distribution of the East Haddam Visitors' Guide.

- ii. Spring/Fall Weekends – Mr. Casner reported that the Fall Weekend had gone well in spite of the weather. He stated that he was particularly pleased with the partnership with Haddam and the success of the event fliers that went out with the East Haddam News. He noted that he and Mr. Staehly had publicized the event on a radio show out of Essex.

Mr. Staehly reported that Staehly Farms hosted approximately 800 visitors that weekend and 80% of the people were from out of town. He noted that the Essex Steam Train will continue shuttling riders to East Haddam tourist sites during October weekends and he feels the events will continue to increase tourism in East Haddam.

## **NEW BUSINESS**

1. Mail Received – Mr. Casner advised that the Commission had received bills for the printing and distribution of the Fall Weekend flier.
2. Discuss applications for membership – Mr. Casner noted that there are two alternate position vacancies on the Commission. He introduced Ms. Smith who provided information on her business background and interest in volunteering on EDC.
3. Essex Bank presentation – Mr. Casner reported that a representative of Essex Bank will attend the next EDC meeting to discuss financing opportunities for small businesses.
4. Pay Bills –

MR. BERGERON MADE A MOTION, SECONDED BY MR. PARADY, TO APPROVE PAYMENT OF \$1335.36 TO ESSEX PRINTING FOR PRINTING THE FALL WEEKEND FLIER. UNANIMOUS AYE.

MR. BERGERON MADE A MOTION, SECONDED BY MR. PARADY, TO APPROVE PAYMENT OF \$250.00 TO THE EAST HADDAM NEWS FOR DISTRIBUTION OF THE FALL WEEKEND FLIER. UNANIMOUS AYE.

## **PUBLIC COMMENT**

There was no public comment at the meeting.

## **OTHER, EDC ORDINANCE REVISION**

In response to a concern raised by Mr. Staehly, Mr. Casner stated that he believes the new Economic Development Coordinator should be tasked with researching alternative options for the services provided by the Chatham Health District. He stated that, going forward, "Health District Models" would be added as a regular EDC Agenda discussion item. Mr. Bergeron recommended advising First Selectmen Lyman that EDC would be researching the topic.

MR. BERGERON MADE A MOTION, SECONDED BY MR. PARADY, TO ENTER INTO AN EXECUTIVE SESSION AT 8:24 P.M. UNANIMOUS AYE.

MR. BERGERON MADE A MOTION, SECONDED BY MR. PARADY, TO INVITE MS. WHEELER INTO THE EXECUTIVE SESSION.

MR. PARADY MADE A MOTION, SECONDED BY MR. BERGERON, TO ADJOURN THE EXECUTIVE SESSION AT 9:02.P.M.

MR. PARADY MADE A MOTION, SECONDED BY MR. BERGERON, TO AUTHORIZE MR. CASNER TO RETAIN THE SERVICES OF AN ENGINEER, AT A COST OF UP TO \$2,500.00, TO DRAFT A PLAN, IN CONJUNCTION WITH THE PLANNING & ZONING COMMISSION, FOR AN EAST HADDAM EASEMENT ON A PARCEL OF LAND IN THE GOODSPEED LANDING AREA. UNANIMOUS AYE.

MR. CASNER MADE A MOTION, SECONDED BY MR. STAELY, TO RECOMMEND THE BOARD OF SELECTMEN APPOINT SUSAN SMITH AS AN ALTERNATE COMMISSIONER ON THE EAST HADDAM ECONOMIC DEVELOPMENT COMMISSION. UNANIMOUS AYE.

MR. CASNER MADE A MOTION, SECONDED BY MR. STAELY, TO RECOMMEND THE BOARD OF SELECTMEN APPOINT RON SNOW AS AN ALTERNATE COMMISSIONER ON THE EAST HADDAM ECONOMIC DEVELOPMENT COMMISSION. UNANIMOUS AYE.

THERE BEING NO ADDITIONAL BUSINESS TO DISCUSS, MR. STAELY MADE A MOTION, SECONDED BY MR. BERGERON, TO ADJOURN THE MEETING. UNANIMOUS AYE.

The regular meeting adjourned at 9:10 p.m.

Respectfully submitted,  
/s/ Sharon R. Wheeler  
Recording Secretary