

East Haddam Economic Development Commission
Regular Meeting Minutes
October 5, 2017

Attending: J. Albuquerque; D. Bergeron; R. Casner; S. Smith
Absent: R. Parady; P. Rubenbauer; K. Staehly; F. Weissbach
Guests: D. DuBay; I. Haines; E. Lyman; S. Waide; S. Wheeler

Mr. Casner called the meeting to order at 7:15 p.m. He sat Ms. Smith for Mr. Staehly.

MR. CASNER MADE A MOTION, SECONDED BY MR. ALBUQUERQUE, TO AMEND THE AGENDA TO INCLUDE A REVIEW AND APPROVAL OF THE AUGUST 30, 2017 SPECIAL MEETING MINUTES. UNANIMOUS AYE.

Minutes – The Commissioners reviewed the minutes from the August 30, 2017 meeting. Ms. Smith noted one revision to the minutes.

MR. CASNER MADE A MOTION, SECONDED BY MS. SMITH, TO APPROVE THE MINUTES OF THE SPECIAL MEETING OF AUGUST 30, 2017 AS AMENDED. MR. BERGERON AND MR. ALBUQUERQUE ABSTAINED FROM THE VOTE AND THE MOTION PASSED BY A MAJORITY OF AYES.

INTRODUCTION OF NEW EDC COORDINATOR

Mr. Casner introduced Ms. Waite who provided some background on her economic development experience. Mr. Casner stated that he is very appreciative of the follow-up Ms. Waite is doing with local businesses.

OLD BUSINESS

Status Reports:

A. EDC Chairman Update

1. Lumberyard Road Intersection Review – Mr. Casner reported that Mr. Nemergut had created an engineered design to realign Lumberyard Road. He reviewed a copy of the proposed design with the Commissioners.
2. Goodspeed Landing Sidewalk – from Lumberyard Road to Bridge – Mr. Casner reported that the proposed Swing Bridge walkway has been moved from the north side of the bridge to the south side and the State is requesting information on what area the new walkway would service. He stated that, consequently, EDC is partnering with the Planning and Zoning Commission to plan for sidewalks from the bridge along the new alignment of Lumberyard Road. He responded to several questions from the Commissioners.
3. Route 82 at Route 151 Intersection Sidewalk – from Shagbark to Town Tavern – Mr. Casner reported that there are no current plans to install sidewalks at this site; however, design work was done so that the Town would have a “shovel ready” project if an appropriate grant becomes available. He agreed with Mr. Lyman that the Town has no plans to budget for these sideways and they would only be installed if grand money became available.

FIRST SELECTMEN’S UPDATE – Mr. Lyman stated that he had no additional update beyond the topics already discussed at the meeting.

TOURISM COMMITTEE

1. Fall Weekend – Ms. Smith reported on the progress of the plans for the upcoming East Haddam Fall Weekend. She stated that the Julia Balfour group had been very helpful in designing and planning the marketing campaign for the event. She advised that the cost to design and print the ads and fliers, plus the cost of the ads, totaled \$2,554.00. Ms. Smith reported that EDC had budgeted \$1,300.00 for this expense and Julia Balfour underwrote the difference. Further, that to simplify billing, Ms. Balfour paid all expenses and Ms. Smith stated EDC would have to reimburse her for their share.

MOTION MADE BY MS. SMITH, SECONDED BY MR. BERGERON, TO AUTHORIZE A ONE-TIME PAYMENT OF \$1,300.00 TO REIMBURSE JULIA BALFOUR FOR EDC'S SHARE OF THE MARKETING EXPENSE FOR THE 2017 FALL WEEKEND. UNANIMOUS AYE.

Mr. Casner stated that he has received quite a bit of positive feedback about the quality and professional look of this year's ads and fliers. He advised that he would send a thank-you note to Ms. Balfour on behalf of EDC.

Ms. Smith stated that she and Mr. Staehly recommend partnering with the Business Association for the planning of next year's event. There was a general discussion regarding whether to keep the Fall Weekend as an exclusive East Haddam event or to create a regional event by partnering with neighboring towns.

NEW BUSINESS

1. Mail Received – There was no mail discussed at the meeting.
2. Pay Bills – There were no bills to be paid.

Mr. Casner reported that EDC had received two new applications for the tax incentive program. Ms. Waite distributed information on each applicant and reviewed the material. She noted that she is waiting for the applicants to fill in some additional information before the applications can be finalized. Mr. Casner reviewed the process for moving the applications forward.

MR. ALBUQUERQUE MADE A MOTION, SECONDED BY MS. SMITH, TO AUTHORIZE MR. CASNER AND MS. WAITE TO MOVE THE FINALIZED TAX INCENTIVE PROGRAM APPLICATIONS FORWARD TO THE BOARD OF SELECTMEN. UNANIMOUS AYE.

Ms. Smith noted that it has been several months since the Commissioners discussed the services of Chatham Health and recommended adding a discussion of same to EDC's agenda. Mr. Casner agreed to add that topic to the next agenda for discussion.

PUBLIC COMMENT

Ms. DuBay suggested EDC submit an article about promoting new businesses to the East Haddam News. She stated she would be happy to work with EDC to draft the article. In response to a question raised by Ms. DuBay, Mr. Casner advised that discussions regarding the feasibility of renting of the office space at the Town Office Site would be the responsibility of the Village Revitalization Committee.

Ms. Haines suggested submitting an article about the Tax Incentive Program to the East Haddam News. In response to a question raised by Ms. Haines, Ms. Waite said that she has an office in the Town Office Building and her normal work schedule is 9am to 4pm on Tuesday and Wednesday, however, that could occasionally fluctuate.

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

The regular meeting adjourned at 8:36 p.m.

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