

East Haddam Village Revitalization Committee
June 26, 2019
Meeting
DRAFT Minutes

Members Present: Bill Gerrish (chair), Melanie Kolek, Jim Curtin, Randy Dill, Bob Casner, and Mark Walter.

Will Brady and J.T. Smith were absent.

Call to order 7:30 pm

Mr. Walter was appointed as a voting member in place of Mr. Brady.

Agenda Approval Motion made by Mr. Gerrish; second by Mr. Dill. Changes were made to the agenda to reflect to proper date of May 29, 2019 as a prior meeting date.

Motion carried.

Approval of Minutes (May 22, 2019) Tabled. **(May 29, 2019)** Motion made by Mr. Casner, seconded by Mr. Curtin, to approve the minutes with edits to the paragraph break of those in attendance and those who were absent. **(June 12, 2019)** Minutes approved as drafted. Motion made by Mr. Casner, seconded by Mr. Curtin.

Review of draft RFP

There was discussion about the draft RFP including particular modifications. Mr. Lyman advised that this draft was offered as a suggestion but the committee is in charge of determining the final product.

The following proposals for corrections:

- Change all references in draft from Qualification to Proposal, and all references of RFQ to RFP.
- Pg. 2 – change first line to “sale, lease, or other proposal”
- Pg. 2 – 2 p.m., 2019: date needs to be inserted
- Pg. 2 - bound copies of the RFP requested
- Pg. 2 – change number of submittal copies for each committee member and Selectman’s office (12 proposed)
- Pg. 2 – reword the release of the document stipulation. Discussion was had about when to release the two documents and requirements for release under the FOIA.
- Pg. 4 – first sentence: “solicit a proposal from the approved (or selected) development team in response to the town’s request for qualifications.”
- Pg. 4 – and community benefits, “and complements the town’s historic character.”
- Pg. 5 – Vision for East Haddam, “Aesthetics” and author’s vision of including the former town office building and River House be incorporated.
- Pg. 12 to top of P. 13 – change to reflect an alternative for other type of joint venture “modified pilot arrangement” – acceptable alternative language
- Pg. 13 – Delete 11(a) – redundant

- Pg. 13 – 11(c)(iv) – “local plans and visions as discussed herein.”
- Pg. 14 – municipal process, first paragraph deleted, second paragraph starts with, “[A] Request for Proposal document will be issued to the selected development team outlining the criteria and timeline for proposal submission. The development team submitting a proposal will be required to make a formal presentation to the committee at an interview followed by questions and answers between development team and committee.” Third paragraph should remain. Fourth agreement should state, “[O]nce a preferred developer is selected by the committee, there will be detailed discussions regarding the creation of agreements specific to the future development with the committee before the final plan goes forward for to the Board of Selectman. Any agreement for sale, long term lease, or other joint venture will require approval through the town meeting process.”
- Pg. 15 – change to 12 copies under “submission format.”
- Pg. 16 – change L. by adding “or other proposal.”
- Pg. 16 – disclosure of proposals with adjacent property owners essential/vital to the RFP including any contingencies
- Pg. 17 – RFP issuance and distribution date discussed.

Next Steps

Mrs. Kolek will draft changes as discussed at the meeting and circulate the draft with tracked changes to the committee for review in advance of the upcoming special meeting.

Audience of Citizens

None.

Next special meeting: July 10th at 7:30 p.m. at EH Municipal Office Building.

Next regular meeting: July 24th at 7:30 p.m. at the EH Municipal Office Building.

Adjournment 8:47 p.m.

Mr. Curtin made a motion to adjourn. Seconded by Mr. Casner.

Motion carried.