

**East Haddam Village Revitalization Committee**  
**August 28, 2019**  
**Meeting**  
**DRAFT Minutes**

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

J.T. Smith was absent.

**Call to order 7:31 pm**

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

**Agenda Approval** Mr. Dill advised that Item #5 should state” RFP.” Agenda approved as amended.

**Casner/Kolek Motion carried.**

**Approval of Minutes**

**May 22, 2019** Gerrish/Casner

**June 26, 2019** Gerrish/Casner

**July 10, 2019** Gerrish/Casner, Mr. Walter abstained.

**Motions carried.**

**Review of Draft RFP**

Draft revisions made by the town attorney discussed. The committee agreed to incorporate all changes as proposed with the exception of ones noted with changes, below.

Pg. 14, #14, delete the following sentence: “A Request for Proposal document will be issued to the selected development team outlining the criteria and timeline for proposal submission.” We presently have one developer who is qualified but not the preferred.

p. 16, #13(m), change to the following sentence: “Financial offer (Proposals are subject to final negotiation).”

p. 19, delete bullet for “Bishopsgate Inn”

**RFP Submittal and Review Schedule (#14 of the RFP)**

Change:

“Submissions are due by the date and time specified unless a formal extension has been granted by the Town of East Haddam. Respondents must ensure that submittals are delivered on time to assure consideration by the Town. The Town of East Haddam reserves the right to modify the deadline and schedule.” (Delete remaining sentences in the paragraph.)

Change:

- a. RFP Issuance and Distribution to Short Listed Developer: September 19, 2019
- b. Questions due to Committee: October 17, 2019

- c. Responses to Questions due to Developer: November 7, 2019
- d. RFP Submittal Deadline: March 19, 2020 no later than 2:00 P.M.
- e. Review by Selection Committee: March 19 through April 2, 2020
- f. RFP Interview with Short Listed Developer: April 2 to April 23
- g. Recommendation of Developer to Selectmen: April-May, 2020
- h. Public Hearing: May 2020
- i. Town Meeting/Referendum: May-June, 2020”

Dates will need to be incorporated onto page 2 of the RFP. The Selectman’s Office will also review the links for accuracy.

Mrs. Kolek noted that the committee is being extremely accommodating to the qualified developer’s requests, past and present.

Motion to approve amended RFP as amended.

**Casner/Kolek Motion carried.**

**Next Steps**

The Board of Selectman will distribute once edits are made to the RFP by the First Selectman’s office.

**Audience of Citizens**

None.

**Next regular meeting: September 25<sup>th</sup> at 7:30 p.m. at the EH Municipal Office Building.**

**Adjournment 8:18 p.m.**

**Walter/Casner Motion carried.**