

East Haddam Village Revitalization Committee  
Meeting  
Thursday, May 26, 2011  
Minutes

DRAFT

Committee Members Present: Bill Gerrish, Melanie Kolek, Randy Dill, and Eric Sabetta.

Mr. Gerrish called the meeting to order at 7:06 p.m.

Mr. Gerrish made Mr. Sabetta a voting member of the committee in the place of Will Brady.

Approval of minutes:

Minutes from the meeting of April 28, 2011: Motion made by Mr. Dill to accept minutes as drafted, seconded by Mr. Sabetta. Motion carried.

Old Business

None.

New Business

The committee discussed the comments to the draft RFP from Mr. Landino. Mr. Landino previously advised that he thought the RFQ was both well thought-out and organized. He offered the following for consideration in editing the same:

- (1) Defining the process after the RFQ to allow respondents to understand the end result;
- (2) Consider a pre-submission meeting so that the committee can meet the respondents and so that the respondents can meet the committee before spending the time and resources of RFP submission. This allows for questions and comments in an “interactive, face-to face environment, rather than simply written communication” and
- (3) Repairing the conflict with the process. Mr. Landino was under the impression that the committee was going to qualify a small number of candidates in the RFQ process, and THEN prepare a formal RFP that requires real submission data, i.e. a formal proposal, financial information, etc. Mr. Landino advised that “selecting a Preferred Developer without this step may be risky, since you will not know specificity on what they are thinking in terms of design, tenant mix, business terms, financial commitment etc.”

With this information, Mr. Barlow revised the RFQ and distributed to the committee for review. Mr. Dill and Mr. Gerrish both raised the issue of how this would RFQ would differentiate between an “expression of interest” and an RFP, respectively. Ms. Kolek offered that the process of the RFQ is almost like the first stage of an interview, with the RFP being the second interview wherein Mr. Dill advised that the developers can offer more specifics at the second stage.

The committee concurred that Mr. Landino offered interesting prospective on creating a “steady stream of income” for the project, including the option of having a mixed government/retail/office project, which Mr. Landino advised would create a lot of interest because of the reliable income therein. The committee also discussed the land swap issue in Haddam and what impact that project could have on the Village project if approved.

There was discussion regarding the next steps of the project considering Mr. Landino’s recommendations and Mr. Barlow’s corrections to the RFQ. Ms. Kolek moved to accept the most current version of the RFQ dated May 24, 2011, for submission to Mr. Walter for review. Seconded by Mr. Dill. Motion carried.

There was also discussion regarding marketing and “casting a wide net” for developers to show interest. The committee is hopeful that there will be a significant interest from developers for the Village project, and in the event there is not, more directed marketing may be needed. Ms. Kolek again raised the potential of creating an ad hoc committee for purposes of marketing.

#### Audience of Citizens

None.

#### General Discussion

Mr. Gerrish is going to schedule a meeting with Mr. Walter to review the committee’s RFQ. Mr. Gerrish will also follow-up with Mr. Landino regarding a list of developers that the committee may wish to circulate the RFQ for interest.

The next regular meeting is Thursday, June 23, 2011.

Motion to adjourn made by Ms. Kolek, seconded by Mr. Dill. Meeting adjourned at 7:40 pm.