

**TOWN OF HADDAM
ECONOMIC DEVELOPMENT COMMISSION
REGULAR MEETING
COMMUNITY CENTER
7 CANDLEWOOD HILL ROAD, HIGGANUM, CT 06441
WEDNESDAY, 12 OCTOBER 2022
UNAPPROVED MINUTES
*Subject to Approval by the Commission***

ATTENDANCE

X	Kate Anderson, Chairman
A	Cortney Emschwiller Swokla
X	Mike Farina
X	David Law
X	Mark Lundgren
A	Robin Munster
X	John Pember
A	Doreen Staskelunas, Secretary
X	Bunny Hall Batzner, Recording Clerk

1. Call to Order

Ms. Anderson, chairman, called the meeting to order at 6:34 p.m.

2. Pledge of Allegiance

The pledge was recited.

3. Approval of Agenda

MOTION: Mike Farina motioned to approve the 12 October 2022 agenda as submitted. Mark Lundgren second. Motion carried unanimously.

4. Public Comment

None.

5. New Business

a. Discussion on Volunteer Planning for Town Sponsored Event

Holiday Pop-Up Market and Tree Lighting – Kristin Melnick, Chairman, reported she has taken over for Janet Verney noting that she assisted Ms. Verney in running the Market and has been with the Market since its inception. This year the Market will be held at HES in the all-purpose room, library, and some of the classrooms. Currently there are 50 artisans (up from 28 last year) and there's a waiting list of 11. Ms. Melnick stated she has met with Chris Gamache, Fire Marshal, regarding capacity/fire safety.

Ms. Melnick stated the Market will be open from Friday, 18 November 2022–18 December 2022 – five weekends – Thursday-Friday nights from 3:00 p.m.-7:00 p.m., Saturday from 10:00 a.m.-4:00 p.m., and Sunday from 10:00 a.m.-3:00 p.m. Some artisans will stay for all five weekends and others will pop in and out, hence the Market's name. Out of last year's 28 vendors 27 are returning and 25 are veterans; zero theft record on all four years; central check out system (every item is price stickered, and vendors paid at the end of the week); half of booth fees goes directly to the Haddam Food and Fuel Banks and the other half toward Market costs (any leftover is also donated); and the Market is purely non-profit.

Ms. Melnick reported there will be a Snowman Raffle – three large snowmen will be constructed out of three graduating sized boxes that will contain donations from each one of the artisans and from community businesses. Plan to give back to the community with large thank you's from the artisans as well. Tickets will be \$1 each and each vendor will receive one complimentary ticket in their welcome packet.

Ms. Anderson stated the letter board sign in front of the school will be updated with the Pop-Up Market information. Ms. Melnick stated they have a six-foot banner that will be in front of the school.

Ms. Melnick stated the Market is in need of the following: wrapping paper as they have free wrap Fridays where they do all the wrapping (volunteer students earning service hours) and men's night (wrapping done), in need of bags for check out as well as packaging paper, bubble wrap, etc., and decorations (EDC will donate lighted artificial garland). Biggest suggestion/complaint was that there were not enough items priced for little shoppers' budget, so a Santa's Workshop has been established and all artisans have been asked to donate something to the Santa's Workshop. There will be a cap of \$5-\$6 on everything available and each child will be walked through with an elf to assist in purchasing their gift.

Ms. Anderson asked about volunteers. Ms. Melnick stated anyone interested in volunteering should contact her prior to the event as she has a schedule. She can be reached on the Market's Facebook page – Higganum Holiday Pop-Up Market or contact her directly. Many hands make light work.

Mr. Lundgren asked Ms. Melnick what level of organization she had. Ms. Melnick stated she is applying for a 501c3. The only organization the Market has is her education in marketing. A brief discussion followed in regard to obtaining a raffle permit (craft fair) and holding a checking account. Ms. Melnick stated one of the reasons why the Market can be held is due to its location (HES, town owned property – fall under the town's insurance).

Ms. Melnick stated last year the Market donated over \$11,000. Ms. Anderson stated opening sales for the first weekend was over \$10,000 in a single day. Ms. Melnick stated vendors are charged \$75 for a spot for five weeks (noted can pay \$75 for one day at some events) and the central check out point allows artisans to be at two events in one weekend. Ms. Anderson stated the volunteers are very helpful not only by watching what is taking place but monitoring stock at the end of the evening.

Santa and Mrs. Claus – Food Drive - Ms. Anderson stated there is one event happening that is not EDC sponsored. Santa and Mrs. Claus would like to conduct a food drive on Sunday, 11 December 2022. Ms. Melnick stated she would host it. After a brief discussion, Ms. Anderson stated she advise Santa and Mrs. Claus that the event will be held on Sunday, 18 December 2022, at HES. Ms. Melnick stated Blue Fire will be caroling that day. Ms. Anderson stated a space will be needed for people to take pictures. Ms. Melnick stated a classroom or the stage can be made available.

Higganum Tree Lighting - Ms. Anderson stated it's traditional for the family that lights the tree in the Center to do so on Thanksgiving night. Ms. Anderson stated she proposed to them a town wide ceremony the Friday after Thanksgiving, 25 November 2022. Mr. Law stated the Commission has usually put the lights up on the gazebo and light poles over Thanksgiving weekend. Ms. Melnick stated the Pop-Up Market will stay open late (9:00 p.m.) that night. Discussion followed regarding people traveling, people being tired, and it being a big shopping day. Mr. Law suggested Sunday, 27 November 2022. Ms. Anderson will get back to Ms. Melnick with a date.

Tylerville Tree Lighting – Ms. Anderson stated the event will be held on Saturday, 2 December 2022. Ms. Anderson gave a brief history noting the merchants have sponsored this fully and provide hot dogs, hamburgers, and hot chocolate to those who attend. This year they approached the town asking for a financial donation due to the event growing and businesses being asked for donations for a number of things. Ms. Anderson stated she fully supports this request and recommended a \$500 donation. This group has an account at Liberty Bank where the donation can be deposited, and Liberty Bank will match donations. Mr. Law asked about EDC's budget. Ms. Anderson explained recent expenditures and doesn't believe the donation will be an issue.

MOTION: Kate Anderson motioned to approve a \$500 donation to the Tylerville Tree Lighting Ceremony. Mark Lundgren second. Motion carried unanimously.

Mr. Lundgren asked if EDC could order light pole decorations for Tylerville. Ms. Anderson stated yes, and that she will speak to Bill Warner, Town Planner, and the Tylerville businesses.

Haddam Neck Tree Lighting Ceremony – Ms. Anderson reported Bob McGarry, First Selectman, mentioned there will be a tree lighting ceremony in Haddam Neck. Ms. Anderson stated she believes the tree will be lite Sunday, 3 December 2022. No time given.

Fall Festival, Friday, 28 October 2022 through Sunday, 30 October 2022

Tractor Parade – Mr. Lundgren stated some help may be needed at the beginning of the parade and noted Mrs. Carmody will be volunteering. Mr. Lundgren stated he would like to get a 5-gallon pail with donations written on it to pass around. Discussion followed about obtaining ribbons/certificates, voting for the best tractor, where would the tractors be set up, voting for the pumpkin carving contest, ordering raffle tickets, prizes - gift certificates to a Haddam business (winner's choice). **Rockland, The Band** – A brief discussion followed in regard to the band being paid and the need for an invoice. Mr. Lundgren will contact the band for an invoice. **Kids Fair** – The Women's Club and Youth and Family Services are running the tent – starts at 4:00 p.m. **Trunk or Treat** – Starts at 5:00 p.m. **Grim's Haunted House** – Opens at 6:00 p.m. **Fire Spinners** – The trio will set up on Candlewood Hill Road so everyone should be able to see them. Ms. Anderson stated everything will wind down around 8:00 p.m. or 9:00 p.m.

Decorate Streetscape and Tree Lighting Ceremony

Streetscape - Mr. Lundgren asked if Public Works could assist in putting up the snowflakes and the garland. Ms. Anderson stated she would ask Public Works for their assistance, but noted that Garrick York, York Tree, has offered to put them up. Ms. Anderson also stated she has a neighbor who may be able to assist. **Gazebo** – Saturday or Sunday, 26 or 27 November 2022. Date to be finalized at the November meeting. Ms. Anderson stated she believes she can get a real tree donated.

Banner Flags – Mr. Law spoke in regard to banner flags relating to a town he drove through, but with a sponsoring business name at the bottom of the flag. Mr. Law stated the flags looked nice. Ms. Anderson stated there must be a grant for something like this.

b. Updates

Ms. Anderson reported on the following:

Rossi Property – Mr. Warner gave a high-level overview presentation to the Board of Selectmen (BOS) on 11 October 2022, and will present to the Board of Finance (BOF) on 19 October 2022, and P&Z on 20 October 2022. A public hearing (6:30 p.m.) and a town meeting (7:00 p.m.) are scheduled for Wednesday, 2 and 9 November 2022, respectively. Ms. Anderson gave a brief synopsis of the presentation and made it clear there are no plans to construct a new Public Works garage on the property. Noted that the community septic system will be less expensive to run piping through the Rossi property than to move it onto Route 154. Recognize there are active businesses on the site which will remain and cleaning up the property. Mr. Pember asked if it will give access to the river. Ms. Anderson stated yes, 50 parking spaces would be created (back corner near Depot Road) for the Cove (Cove Committee working on a master plan).

HES – The Town has submitted another grant application for funds to turn part of HES into a Senior/Community Center. It would still leave area open for someone else to come in on the other side of HES. Continue to look at ways to reuse the building that makes sense financially. An architect has been selected to do the roof improvements (HES needs a whole new roof).

Higganum Cove – Previously discussed under Rossi update.

Scovil Hoe – The contract paperwork continues to get bounced around. Parker Benjamin is pre-leasing (build to suit). Mr. Law asked Ms. Anderson if she had seen the marketing wording and the comments. Ms. Anderson stated yes.

Haddam Center and Bridge Road Sidewalks – Both continue to move along.

Beaver Meadow Road Culvert Project – The culvert has been installed. Unclear what remains of the project. Contractually they have until 3 December 2022 before they start facing any penalties.

Blueway Commons – Project is wrapping up and they are pre-leasing as well. The apartments are market rate and were always presented as such.

10,000 Square Foot Building, Killingworth Road – Mr. Farina stated this project will be presented to P&Z on 20 October 2022.

c. Budget and 2022/2023 Goals and Strategic Plan

Discussion tabled.

d. EDC Membership Openings

Ms. Anderson reported a notice has been posted to the Town's website and Facebook page.

e. November Meeting Date – Discussion

Ms. Anderson reported due to a conflict with the Town Meeting related to the Rossi property, she is requesting the Commission's meeting date be changed to Wednesday, 16 November 2022. The Commission was agreeable to the change. Mrs. Batzner will check on a meeting location.

6. Old Business

a. River Days – Follow Up

Ms. Anderson reported that due to the weather, the event was held on the rain date of Sunday, 3 October 2022. Although the weather was still damp, everyone was grateful it was held. Ms. Anderson stated the pyrotechnic technician is a Haddam resident. Ms. Anderson stated the event will be moved back to September.

b. Tylerville Construction Planning Updates – Continued Discussion

Swing Bridge – Mr. Law stated he has heard repair costs will be higher than initially thought and it will take an extra year to repair. Ms. Anderson reported she isn't aware of a schedule; but she will ask for an update.

c. Articles for HK News

Discussion tabled.

d. Website Updates

Discussion tabled.

7. Chairman's Report

Ms. Anderson reported on the following: **Brewery, Saybrook Road (next to Dunkin Donuts)** – They have negotiated and signed a lease. **Jail** – Mr. Warner is continuing to market the site. **Citizens Bank** – The previous lease has expired. Other than that, there is no further update. **Haddam Shad Museum** – Currently located on privately owned property and will be relocated to HES. The Haddam Historical Society, who owns the building, will be responsible for the cost of moving the building. **Election Day, 8 November 2022** – Don't forget to vote!

8. Approval of Minutes – 12 January 2022, 8 June 2022, 13 July 2022, and 10 August 2022

The Commission tabled the approval of the 14 September 2022 minutes.

9. Adjournment

MOTION: Mark Lundgren motioned to adjourn. Dave Law second. Motion carried unanimously.

The meeting adjourned at 8:10 p.m.

Respectfully Submitted,

Bunny Hall Batzner

Bunny Hall Batzner
Recording Clerk

The next meeting is scheduled for Wednesday, 16 November 2022.

PLEASE NOTE CHANGE IN MEETING DATE.