

**TOWN OF HADDAM
ECONOMIC DEVELOPMENT COMMISSION
REGULAR MEETING
COMMUNITY CENTER
7 CANDLEWOOD HILL ROAD, HIGGANUM, CT 06441
WEDNESDAY, 21 FEBRUARY 2018
UNAPPROVED MINUTES
*Subject to Approval by the Commission***

ATTENDANCE

X	Kate Anderson, Secretary/Treasurer
X	Stephen Bayley, Vice Chairman
A	Mike Farina
X	David Fleig
A	Cindy MacNeil Sola, Chairman
X	Lori Maggi
X	Rudy Sturk
A	Lori Tharin
X	Robin Munster, EDC Coordinator
X	Bunny Hall Batzner, Recording Clerk

1. Call to Order

Mr. Bayley, vice chairman, called the meeting to order at 6:32 p.m.

2. Attendance

Attendance was taken.

Prem Aithal introduced himself. Mr. Aithal is a potential new member to the Commission. Welcome, Prem!

Mr. Fleig reported he had thought he had resigned from the Commission last October due to obligations with work; however, after a discussion with Lizz Milardo, First Selectman, he was informed that a formal letter of resignation had not been received, therefore, no action was taken and he was still a member of EDC. Welcome back, Dave!

3. Approval of Agenda

MOTION: Lori Maggi moved to approve the 21 February 2018 agenda as submitted. Kate Anderson second. Motion carried unanimously.

4. Public Comment

None.

5. Approval of Minutes

MOTION: Lori Maggi moved to approve the 13 December 2017 minutes as submitted. Kate Anderson second. Motion carried unanimously.

The Commission tabled the approval of the 10 January 2018 minutes.

7. Old Business

a. Merchant Business Update from Robin Munster

Mrs. Munster reported there have been no changes with commercial or “For Sale” property in town. Mrs. Munster also reported the 2014 business list as not been updated and she is working with the tax assessor and tax collector to update this list (in the future, this will be updated yearly); and to complete the check off list as discussed at the 01/10/2018 EDC meeting.

Realtor Notification – Mrs. Munster reported she set up for realtor notification so if anything should pop up she will be notified; however, she will continue to do searches.

201 Saybrook Road, Higganum (Building north of Dunkin Donuts) – Mrs. Munster reported the owner refiled for an extension on 02/16/2018, and they are looking to upgrade the building as an electrician was looking for the plans. Mrs. Maggi asked if they had a Certificate of Occupancy (CO) and if the extension was due to the electrical. Mrs. Munster stated no, the owner does not have a CO and that the walls are bare (need to put in plumbing, electrical, everything). Mr. Bayley stated there was something that came up before P&Z a while ago regarding this property. (**Recording Clerk’s Note:** P&Z approved a modification to a previously approved site plan at their 07/07/2017 meeting.)

River Day, Saturday, 8 September – Rain Date – Sunday, 9 September – Mrs. Munster reported she is working on the DEEP application (probably be filed in March) and going through local vendors for food. Mr. Fleig asked Mrs. Munster if Park and Recreation had contacted her as they would like to incorporate Family Fun Night. Mrs. Munster stated yes.

Eversource – Pre-Lit Christmas Garlands Across Route 154 – Mrs. Munster reported she had contacted Eversource in regard to garlands going across Route 154 in Higganum Center and Tylerville; and after discussion with the town’s municipal liaison; it is a state statute that a town cannot use Eversource poles to electrify lights. Mrs. Munster stated the reason why Middletown can do it is because they own and maintain the poles downtown. Mrs. Munster also stated the town can use the poles that are a part of the streetscape in Higganum Center as they own them and consideration needs to be taken as to how those can be used. Mrs. Munster stated she had garlands that Middletown was willing to give to the town.

Website – Mrs. Munster reported she will be meeting with JoAnn Ricciardelli, Selectman’s Assistant, on Thursday, 02/22/2018, to start putting information up on the website and learning how to do it. Mrs. Munster stated she has been researching other websites in and out of the area to see how they’re laid out. She thought perhaps the site could contain photos of Haddam (contact local photographers) and a video of what Haddam has to offer (contact high school media department). Mrs. Munster talked about adding links such as SCORE.org, chamber links, RiverCOG, and other tools for businesses as well as listing local business and commercial properties that are up for sale or rent.

Mr. Bayley confirmed that Mrs. Munster will be able to update the website. Mrs. Munster stated yes, as of Thursday, 02/22/2018, she will begin logging in, putting information on the site, rearranging the site, and making it more accessible.

Mrs. Maggi asked if there is anything on the site for new residents to town to look at. Mrs. Munster stated not at this time. Mr. Bayley stated he thought the businesses would be set up by categories with links to their websites. A brief discussion followed in regard to trying to make the site more user friendly.

Facebook - Mrs. Munster reported she would like to start a Facebook page to use as a daily reminder to the businesses and to put up events.

CrossFit and HK Fitness – Mrs. Munster reported CrossFit is changing hands at the end of this month and HK Fitness is still looking to expand in town.

Connecticut Conference of Municipalities (CCM) Workshop – Mrs. Munster reported CCM is holding a workshop - Make Place Matter, Tuesday, 03/13/2018, West Hartford Town Hall, 50 South Main Street, West Hartford, 8:30 a.m. check in, 9:00 a.m. – 12:00 p.m. workshop. Mrs. Munster stated she will be attending and anyone on the Commission may attend at no cost as the town is a CCM member; however, you need to register (let Mrs. Munster know if you're interested).

b. Facebook Page for EDC

Mr. Bayley stated he felt this was a good idea and that a lot of the work will be the administration of the site as well as the red tape of it. Mr. Fleig asked what would be the red tape. Mr. Bayley stated who would create it (who's Facebook account). Mrs. Munster stated the town would own the page as it would be a Commission based Facebook page and as far as who would be loading on it still needs to be clarified. A brief discussion followed.

c. Mucket

Ms. Anderson reported the company will be sending a purchase order and a 50 percent deposit is required before they will begin working on the design. Ms. Anderson stated she will coordinate with the Crowd Funding fund raiser to extract the funds to put towards the design fee. Ms. Anderson also stated the turnaround is pretty quick – 4-6 weeks to finalize the design and the sketches. Once this information starts to come in, she will forward to all Commissioners. Believes this should be moving along nicely by the March meeting.

Related to this, Mr. Bayley noted the end of the fiscal year will be 6/30/2018 and inquired if most of the remaining EDC budget would be going to this project. Ms. Anderson stated almost the entire design fee will be covered by the fund raiser and the Commission would only need to kick in \$200-\$300. Ms. Anderson stated the statues are \$500 or so a piece and EDC may be purchasing one or two. A brief discussion followed.

8. New Business

a. Mission Statement

Mr. Bayley distributed copies of draft statements from Mr. Farina and himself. Mrs. Munster asked if Mrs. Sola's statement was available. Mr. Bayley stated he did not receive it. Mr. Fleig asked if the statements had evolved since they were originally discussed. Mrs. Maggi and Mr. Bayley both stated not really with Mr. Bayley stating one of the reasons for this was they were waiting for the completion of the POCD.

Mr. Bayley stated the idea was to keep the statement short; and as Mrs. Maggi has pointed out, in the POCD and the Charter a lot of it refers to the state statutes. Mrs. Maggi stated there is a mission statement in the old Charter. Mr. Fleig asked for a brief update as to where the Commission is in regard to this noting that at one point when this topic was being discussed he had provided several draft statements and wondered if they had been incorporated into the present draft statements. Mrs. Maggi stated she didn't believe anything was incorporated and that it's a matter of starting from the beginning again. Ms. Anderson noted she had written a statement, but had not printed it as she thought there would be more interaction.

The draft statements from Mrs. Sola, Mr. Sturk, Ms. Anderson, Mr. Farina, and Mr. Bayley were read and common themes were noted, discussed, and new language written.

Suggested draft statement is as follows: *“The Haddam EDC mission is to promote, encourage, and advocate economic development that aligns with the character and charm of Haddam. We serve as an advisory commission guided by the POCD to work with town administration, committees, and other commissions. We will plan and assist with community events to promote and increase economic growth.”*

Ms. Anderson took the notes pertaining to the new language and will email to all Commissioners to review, comment on, and, hopefully, vote on at the March meeting.

8. Adjournment

MOTION: Lori Maggi moved to adjourn. Kate Anderson second. Motion carried unanimously.

The meeting was adjourned at 7:18 p.m.

Respectfully Submitted,

Bunny Hall Batzner

Bunny Hall Batzner, Recording Clerk

The next meeting is scheduled for Wednesday, 14 March 2018.