



Town of East Haddam  
Redevelopment Agency  
April 13, 2023

### 1. CALL TO ORDER

Chair Kolek called the meeting to order at 7:05 p.m. at the Municipal Office Complex and the Pledge of Allegiance was recited.

### ATTENDANCE

Redevelopment Agency Members: Melanie Kolek, Andrew Lord, James Curtin, Randy Dill, Gary Laskowski, John Cotter, William DiCristofaro, Thomas Sevigny, Jacqueline Nowell, Caitlin Taylor and Harvey Thomas-BOF Liaison.

Absent Member(s): John Cotter.

Other(s): First Selectman Haines (departed 8:34 p.m.), Jeff Riley, Stuart Palmer, David Byrd-Goodspeed Liaison (departed 8:25 p.m.) and Ruth Ziobron.

### 2. Approval of Minutes – Meeting of March 9, 2023

**Motion** to approve the meeting minutes as presented.

**Dill/DiCristofaro**

**Passed Unanimously**

### 3. Report from Chair

- EH News published an article this week about the Redevelopment Agency's progress.

#### A. Grant writing Services/CCM

- Chair Kolek and First Selectman Haines are interviewing grant writing vendors from a CCMC grant writing webinar they attended.

#### B. WPI project

- Chair Kolek shared conversations she had with Suzanna LePage. The Worcester Polytechnical Institute Project is required by Seniors, giving real life practical experiences such as site design, environmental, and traffic egress issues. Students would work with an Agency Member to discuss the scope of their work. Work would start in the fall semester. Students would develop their own ideas and share them with the Agency. Ms. LePage will provide a summary for review. Student gas mileage reimbursement would be greatly appreciated.

#### C. Invoice from VHB

**Motion** to approve VHB invoice #0403678 dated March 28, 2023, in the amount of \$3,100 for professional Services.

**Lord/DiCristofaro**

**Passed Unanimously**

**D. Environmental Consultant Subcommittee**

- The grant application for assessment is ready for submittal on April 14<sup>th</sup>. Approvals will be available in three months.
- Once approved it will require the Board of Finance to approve.

**4. New Business**

**A. Committee creation and chair appointments**

The Committee creation and chair appointments are included at the end of these minutes.

**Motion** to approve all committee assignments and to change the regular meeting schedule to the 2<sup>nd</sup> Thursday of the month.

**Lord/Curtin**

**Passed Unanimously**

**5. Public Comment**

Email public comment is included at the end of the meeting minutes.

**6. Possible executive session per C.G.S. §§ 1-200(6)(E) & 1-210(b)(24)) to discuss TIF bid proposals and land assessment proposals.**

**Motion** to go into executive session at 8:42 p.m. and invite Harvey Thomas and Ruth Ziobron.

**Lord/Nowell**

**Passed Unanimously**

8:55 Agency out of executive session. No motions or decisions were made.

**Motion** to authorize the TIF Subcommittee to move forward negotiations with Camoin Associates.

**Lord/Sevigny**

**Passed Unanimously**

**7. Adjournment** at 8:57 p.m.

**Sevigny/Lord**

**Passed Unanimously**

Respectfully Submitted,  
E. Ruth Ziobron  
Recording Secretary

## WORK PLAN

### Redevelopment Plan: Authorities and Charges

Within two years of the initial charge (end of 2024) – end stage/meaningful presentation

Creating a general concept for a potential developer

### Environment Assessment

Current: VHB stages 1 & 2  
Tasks: Grants for remediation  
Further steps if the project is a go  
Consideration for wetland property

### \*Executive/Project Management

Officers of the Agency (Melanie, Andy & Jim)  
Tasks: Define duties, qualifications for PM (CT Main St?)  
Engaging someone for PM? (qualified firm or person), associated cost and duration  
Possible expansion of geographical redevelopment area (TIF)  
Costs for town on infrastructure (work with finance)  
**Traffic assessment – DOT (work with engagement)**  
Access to the property/acquisitions (expansion/TIF)  
**Town site appraisal (work with finance/environmental)**

### **TIF Consultant (at least 6 months)**

Tasks: Market analysis – what is the minimum size and type of development that would be of financial benefit to the Town and attractive to developers/investors  
Creating environment for possible developer  
Investment in the project from Town side

### Finance

Tasks: TIF consultant or financial advisor  
Grant writing/writer (CCM)  
BOF funding

CT Main Street  
Economic impact of the project  
Tax base, employment, abutting land owners

Engagement (community outreach no later than June 15)

Tasks: Commissions in town  
Business community/Goodspeed relationship  
Stakeholders e.g. owners of the property  
State legislators  
River COG and Gateway Commission  
Outreach to other surrounding towns (Haddam, E  
Hampton)  
WPI  
Surveys to town people  
PR/press releases  
Vision – VRC from RFQ/RFP

Legal (TBD)

**REDEVELOPMENT AGENCY**

**Potential Committees**

**(As of 4/13/23)**

**Environmenta  
I**

John Cotter  
(lead)  
Jackie Nowell  
James Curtin

**Executive/PM**

Melanie Kolek  
(lead)  
Andrew Lord  
James Curtin  
Gary Laskowski

**TIF/Finance**

Tom Sevigny  
(lead)  
Bill DiCristofaro

**Engagement**

Melanie Kolek  
(lead)  
Caitlin Taylor  
Randy Dill  
Tom Sevigny  
Jackie Nowell

**Legal?**

Andrew Lord  
(lead)  
Melanie Kolek  
Randy Dill

**Public Comment**

I have worked with Project Plans and was a Project Manager for many years at a large corporation so I'm just sharing my experience with you.

I understand your desire to put an end date out there but realistically, you need to identify all the tasks needed and how long they will take in order to get to your end goal. You need to validate that the end date you want to decide upon is doable.

Ms. Taylor's suggestion that you work backwards is a tried and true way to create a Work/Project Plan. If you look at the ordinance, you can identify your deliverables and then figure out what you need to do to deliver on all of them which will lead to tasks and priorities and perhaps even identifying a 'critical path' to success.

And finally, a Project Manager is constantly looking at the tasks and their due dates and reaching out to the responsible persons to ensure everything is on track. The Executive Committee is not typically managing the project but help when problems arise that put the project plan in jeopardy of meeting deadlines, such as a task that needs more resources.

Marilyn Gleeson