Town of East Haddam
Redevelopment Agency
Municipal Office Complex
April 24, 2025

1. **Call to Order**

Chair William DiCristofaro called the meeting to order at 7:00 p.m. in Meeting Room 1 of the Municipal Office Complex. The Pledge of Allegiance was recited.

Attendance
Redevelopment Agency Members Present: William DiCristofaro, Randy Dill, John Cotter, Cameron Hendry, Thomas Sevigny, Andrew Lord, Jeff Miller, Caitlin Taylor

Absent Members: James Curtin, Jacquelin Nowell, and Harvey Thomas (BOF Liaison).

Other(s) Present:

2. Approval of Minutes

a. Regular Meeting of April 10, 2025
Motion: To approve the meeting minutes:

Dill/Sevigny
Passed unanimously.

3. Committee Reports

A. Executive

Mr. DiCristofaro provided an update on a meeting with grant consultants Victoria Ebright and Shayna. They are excited to work with the Agency but are currently on hold until the master plan progresses; afterward, they will be able to explore grant opportunities more thoroughly.

B. Environmental

The environmental update included VHB's outreach to the DEEP to arrange a call about their findings, with preliminary tables and mappings provided late in the afternoon. The results, expected and consistent with prior tests, showed no unusual findings, and sampling was conducted over multiple days rather than a single snapshot. A written summary of the findings will be shared in the coming weeks. The possibility of a background concentration exemption remains, and while there may be areas to address, nothing unexpected was found.

C. Finance

Camoin will present the updated policy proposal to the Board of Selectman on May 7th at 8 a.m.

The year-to-date budget report was reviewed, highlighting that there is still $26,000 remaining under purchase services, part of which is earmarked for the SHIPO Grant. The remaining funds could be used to start planning for the master plan, with a decision needing to be made before the fiscal year ends on June 30. This will involve selecting a consultant and making a deposit to

begin the process. Additionally, the federal ARPA grant, now reduced to $1,770, has been used for work with Camoin Associates on the TIFF policy.

D. Community Engagement-no updates.

E. Legal-no updates.

F. Master Planning

Four proposals were received by the deadline and evaluated by the review committee based on criteria such as proposal completeness, relevant experience, team qualifications, timeline, process clarity, and proposed fees. Two firms were identified as top candidates for interviews. While there was consensus on the evaluation process, concerns were raised about the wide range in proposed fees and the need to understand the scope of services before making a decision. It was also suggested that all four firms be interviewed to ensure the best fit, as in-person interviews can reveal strengths not evident in written proposals. Additional input emphasized the importance of calling references and keeping the master plan framework open and flexible to allow for future development opportunities without being overly prescriptive. An executive session was proposed for a more detailed discussion of finances and proposal specifics.

4. **New Business-**no updates.
5. **Bills-**no new bills.
6. **Next Scheduled Meeting**

Motion to cancel the May 8th meeting.
Dill/Cotter
Passed Unanimously.

The next scheduled meeting is Thursday, May 22, 2025, at 7 p.m.

7. **Public Comment**-There was none.

Motion at 7:23 p.m. to enter executive session to discuss RFP proposals received for Master Planning and specifically dollar values.
Dill/Cotter
Passed Unanimously.

Motion @8:07 to exit executive session. No decisions or motions were made in executive session.
Dill/Cotter
Passed Unanimously.

8. **Adjournment**

Motion: To adjourn the meeting at 8:07 p.m.
Lord/Sevigny
Passed unanimously.

Respectfully submitted,
E. Ruth Ziobron
Recording Secretary