Board of Selectmen
Municipal Office Complex
Meeting Rooms 1 & 2
May 7, 2025
Regular Meeting Minutes

Selectmen Present: I. Haines (left at 8:45 a.m.); T. Bourgoin; E. Dill

Also Present: J. Miller (EHRA); T. Sevigny (EHRA); L. Zemienieski and other members of the public

1. First Selectman Haines called the Board of Selectmen's meeting to order at 8:00 a.m. and the attendees said the Pledge of Allegiance.

2. Approval of Agenda

Ms. Haines stated that she would like to add the following item to the agenda for discussion immediately following the approval of the agenda: 2A. Building Department – Work Completed without Permit Policy Discussion.

Motion made by Mr. Dill seconded by Ms. Bourgoin, to approve the agenda as amended. Unanimous aye.

A. Building Department – Work Completed without Permit Policy Discussion: Ms. Haines advised that there have been instances of individuals renovating houses without applying for a Building Department permit. She stated that the Town's Building Official, Richard French, has proposed a process that will address the concerns resulting from such situations.

Mr. French noted that most contractors comply with all of the Town's building requirements; however, there are a few that do work without pulling permits. He stated that if he becomes aware of the work and the contractor wants him to sign-off on the repairs, he has no way of knowing whether or not the rough-in work behind the walls is in compliance with state and Town building codes. Consequently, if the work is approved by a Town official and something goes wrong, the responsibility lies with the Town.

Mr. French recommended establishing a policy for work that has been done without a permit which makes the contractor assume full responsibility for the work that has been done. He advised that his draft policy has been reviewed and approved by the Town's land use attorney.

Motion made by Mr. Dill, seconded by Ms. Bourgoin, that the Board of Selectmen approves the Work Completed Without Permit Policy submitted by the East Haddam Building Department to be effective immediately. Unanimous aye

3. Approval of Minutes – Regular Meeting of April 2, 2025, Special Meeting of April 8, 2025, Special Meeting of April 11, 2025, and Special Meeting of April 29, 2025

Ms. Haines called the Board's attention to several sets of minutes in their meeting packets.

Motion made by Ms. Bourgoin, seconded by Mr. Dill to approve the minutes of the Regular Meeting of April 2, 2025 as written. Unanimous aye.

Motion made by Mr. Dill, seconded by Ms. Bourgoin to approve the minutes of the Special Meeting of April 8, 2025 as written. Unanimous aye.

Motion made by Mr. Dill, seconded by Ms. Bourgoin to approve the minutes of the Special Meeting of April 11, 2025 as written. Unanimous aye.

Motion made by Ms. Bourgoin, seconded by Mr. Dill to approve the minutes of the Special Meeting of April 29, 2025 as written. Unanimous aye.

4. Correspondence

A. Email Regarding Earth Day Activities at East Haddam Elementary School: Ms. Haines called the Board's attention to an email in their meeting packets from Jacqui Endorf. Ms. Endorf's email stated that she had worked with students at the Elementary School on Earth Day to clean up litter and compostable materials on the school grounds. She also thanked Facilities Director Angersola for his team's work maintaining the school properties.

5. First Selectmen's Report

A. Camoin Associates – Tax Increment Financing (TIF) Policy Discussion: Ms. Haines advised that representatives from Camoin Associates have been working with the East Haddam Redevelopment Agency on developing a TIF policy.

Mr. Sevigny, a member of the East Haddam Redevelopment Agency, provided background information on the work that has been done by the Redevelopment Agency. He reviewed the environmental analysis that is being conducted and advised that the Agency has received four proposals to develop a master plan for the Village District which they hope to have completed by next fall. He noted that the EHRA Board has also been working with representatives from Camoin Associates to develop a TIF policy that can be used for any area of the Town.

Tori Conroy, Camoin Associates Senior Project Manager, and James Damicis, Senior Vice President at Camoin, introduced themselves. Ms. Conroy reviewed how tax increment financing works and stressed that Camoin Associates has been working with the EHRA to develop a TIF policy rather than a TIF district or master plan. She advised that they started work on Phase 1 last year and, at this meeting, they will review the proposed

policy with the Board of Selectmen and answer any questions. Then, if the Board of Selectmen agree with the proposed TIF policy, the next step is to schedule a Public Hearing to present the policy to the Town citizens.

Ms. Conroy reviewed what TIF can be used for, noting that it is a financial tool that can be used to support the Town's economic development goals. She advised that a TIF policy provides guidelines for using the incentive. Mr. Damicis stated the policy also lays out what needs to be included in a master plan. He reviewed possible aspects of a TIF policy and the Town application and review process recommended by Camoin. He noted that the application and review process has been vetted by the members of the Redevelopment Agency.

In response to a question from Ms. Zemienieski, Mr. Damicis recommended she confer with the Town's attorney on how a TIF policy should be carried in the Town's records. In response to a question raised by Ms. Bourgoin, there was a brief discussion about training and staffing requirements for managing a Town-wide TIF policy.

Mr. Dill and Ms. Bourgoin expressed their support for adopting a TIF policy for the Town. Ms. Conroy and Mr. Damicis responded to additional questions from the Board. Mr. Sevigny reiterated that the next steps are to have the BOS schedule a Public Hearing, where Camoin Associates can provide an educational presentation on tax incentive financing and respond to questions from the public, and then move the TIF policy forward to a Town vote.

6. Public Comment: There was no public comment discussed at the meeting.

7. Unfinished Business

A. Three Bridges Cemetery Discussion and Potential Resolution: Discussion of this agenda item was postponed.

8. New Business

A. Board/Commission/Committee Changes (SUSCT)

Sustainability Team

Mr. Dill called the Selectmen's attention to the materials in the Board's meeting packets advising of a resignation from the Sustainability Team.

Motion made by Ms. Bourgoin, seconded by Mr. Dill, to accept, with regret, the resignation of Kayle Lopez as a member of the East Haddam Sustainability Team. Unanimous aye.

Ms. Bourgoin thanked Ms. Lopez for her work on the Sustainability CT Team.

B. Tax Refunds: Mr. Dill called the Board's attention to one tax refund.

Motion made by Ms. Bourgoin, seconded by Mr. Dill, to award a tax refund in the amount as presented:

- $306.83 to JP Morgan Chase Bank NA.

Unanimous aye.

9. Selectmen's Discussion

A. Liaison's Reports: There were no liaison's reports provided at the meeting.

B. Other

1. Town Meeting (5/13/2025 at 8:00 p.m. – High School Auditorium: Mr. Dill called the Selectmen's and public's attention to a Town Meeting that will be held on May 13th.

2. Memorial Day Parade (5/26/2025 at 10:00 a.m.): Mr. Dill called the Selectmen's and public's attention to the Memorial Day parade planned for May 26th.

3. Budget Referendum (5/27/2025): Mr. Dill reminded the Selectmen and public of the Budget Referendum scheduled for May 27th.

10. Adjournment: There being no additional business to discuss, a motion was made by Ms. Bourgoin, seconded by Mr. Dill, to adjourn the meeting 9:19 a.m.

Recorded

Respectfully submitted,
Erik Dill, Secretary