

LITCHFIELD ECONOMIC DEVELOPMENT COMMISSION

Meeting Minutes (Draft)
May 25, 2016
Litchfield Town Offices
West Street, Litchfield, CT 06759

Meeting called to order at 7:03 p.m. by C. Fuessenich, Acting Chair.

Present- Regular Members: Renée Betar, Kay Carroll, Fred Colson, David Dean, Cleve Fuessenich and Paula Rolleston.

Absent – Regular Members: Sander Vandenberg and Alternate Member: Doug Parker

Appointment of secretary: Renée Betar

Appointment of alternates: None needed

Motion to approve draft minutes of April 27, 2016 was made by P. Rolleston and seconded by K. Carroll.

- **Public Comment**

- Jim Katzin: East Litchfield resident and entrepreneur is considering seeking appointment as EDC member.
- Eileen Schmidt, representative from East Litchfield Village Improvement Society (ELVIS): Update on activities and introduction to guest, Brent Bette
- Brent Bette: Trustee, Railroad Museum of New England, Inc. shared interesting facts, goals and plans for the Museum and activities for people of all ages, including an open house on June 11 offering \$1 train tickets.
 - Discussion of possible uses for East Litchfield station include :
 - Presentable access to Litchfield proper
 - Staging area for occasional high-and-wide loads
 - Educational potential for school children
 - C. Fuessenich reported that Torrington is also especially interested in the freight and tourism impact of the E. Litchfield train station.
 - EDC can help the Museum by helping inventory and create a map of the tracks, which is currently a hodge podge of land parcels.

- **Monthly Economic Updates per Region:**

- Litchfield
 - Borough sidewalks on Meadow Street are being installed.
 - Robertson's Jeweler is closing Litchfield store; New Milford shop will remain open.
- East Litchfield – see public comment
- Bantam
 - Switch Factory building is fully occupied
 - Residential to commercial zoning change in process for High Bridge Road development

- **Old Business**

1. East Litchfield Village Improvement Society: Update in public comment
2. Web review and suggested changes: P. Rolleston will coordinate EDC web changes and updates, using Southbury, CT pages (www.southbury-ct.org additional information) as model.
3. EDC Commission attendance policy and by-laws
 - K. Carroll read from Litchfield ordinance; members discussed establishing a policy and agreed that three consecutive absences (i.e., missing 25% of meetings annually) would prompt an offline discussion with absent member.
 - D. Dean will call current absent member that meets above condition.
 - K. Carroll will ask town officials if other town commissions have by-laws.
4. Search for new EDC members:
 - Possible new EDC members:
 1. Anne Haas: Will attend an EDC meeting and is 90% interested in seeking appointment as member.
 2. Jim Katzin: See public comment; opportunity for East Litchfield resident
5. Food Hub update: K. Carroll reported that \$400k in grant proposals have been submitted.
6. Aging of CT: K. Carroll sent information to EDC members to raise awareness of some startling facts on the aging of CT.
7. Town of Litchfield 300th Anniversary in 2019: P. Rolleston will be EDC liaison for 2019 Anniversary Task Force. K. Carroll will speak with Leo Paul about any current or future anniversary plans.
 - Antiquities Day: C. Fuessenich submitted an “idea of a town-wide event featuring the past using its own rich history to encourage the type of economic activity beneficial to the community.”

- **New Business**

- Nomination of EDC officers and elections to be conducted on June 29, 2016
 - No nominations yet
 - C. Fuessenich, current Vice Chair, will act as Chair on a month-to-month basis until permanent Chair is elected. R. Betar agreed to act as Secretary on a month-to-month basis until permanent secretary is elected. Commission will review these vacancies monthly.
- C. Fuessenich and R. Betar discussed establishing an ad hoc committee to create rules of operations for EDC to include administrative policies and procedures, duties of officers, by-laws, meeting schedule and annual report to First Selectman each August.
 - K. Carroll will initiate Discovery Phase 1 with Lisa Losee to determine what “operating manuals,” if any, exist.
 - Members are encouraged to submit sections to EDC Secretary to begin

building an EDC operating manual.

The next EDC meeting will be Wednesday, June 29, 2016.

Motion to adjourn by D. Dean; seconded by K. Carroll. Meeting adjourned at 8:18 p.m.

Respectfully submitted,

Renee Betar, Acting Secretary
Economic Development Commission

Cleve Fuessenich, Acting Chair
Economic Development Commission