



TOWN OF OLD SAYBROOK Economic Development Commission

Carol Conklin, Chair
Elizabeth Swenson, Vice Chair
John DeCristoforo, Secretary/Treasurer

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Joseph Arcari
David Cole
James Keating
Matthew Pugliese
Bruce Greenfield, Alternate
Sandra Roberts, Alternate

MEETING MINUTES

August 13, 2015

Economic Development Office, Old Saybrook Town Hall

7:30 pm

CALL TO ORDER

Chair called the meeting to order at 7:35 pm

ROLL CALL

Members Present: Joseph Arcari, Carol Conklin, David Cole, James Keating, Matthew Pugliese, Sandra Roberts, Elizabeth Swenson

Members Absent: John DeCristoforo, Bruce Greenfield

Staff Present:

Susan W. Beckman, Economic Development Director

Chris Costa, Zoning Enforcement Officer

PUBLIC QUESTION & COMMENT - none

REGULAR BUSINESS

A. Approval of Minutes: July 9, 2015 Meeting

MOTION: To approve the minutes of the July 9, 2015 EDC Meeting. **MADE:** by J. Keating
SECONDED: by E. Swenson. **VOTED IN FAVOR:** J. Arcari, C. Conklin, D. Cole, J. Keating,
M. Pugliese, S. Roberts, E. Swenson; **OPPOSED:** None; **ABSTAINED:** None ; **APPROVED**
7-0-0

B. Correspondence & Announcements

- A letter to the editor was in the Harbor News on July 9 from Janis Esty thanking the EDC for honoring her family with the Spirit of Saybrook Award.
- CCM is holding its annual convention in Hartford on Oct 20. Cost is \$60 if the registration is received by Oct 6, \$120 after that date. The pamphlet is available for review in the EDC office.
- OS Chamber of Commerce Business Expo is Oct. 29th, 5:30-8pm. Table fee is \$150. The Commission discussed participation. S. Beckman will contact SCORE about sharing a table again this year.
- Plum Island – CT and NY Senators introduced a “Plum Island Conservation Act” to prevent the sale of Plum Island – C. Conklin wants to keep up to date and determine if there is any action that should be considered by EDC. Plum Island is approx. 30 minutes from Old Saybrook by ferry and could draw tourists to Town. The Federal Govt. currently has an animal disease research facility on the island and plans to move that facility in approx. 10 years with plans to sell the island.

OLD BUSINESS

A. Mariner's Way Zoning – The EDC opened discussion about Atty. Royston's letter of July 9. The EDC appreciates the input provided by Atty. Royston on behalf of his clients. The Commission will consider all input from Atty. Royston, his clients and all other property owners in the Mariner's Way redevelopment area by hosting public input sessions in the fall. All input will be considered prior to finalizing the draft regulations and map changes and petitioning the Zoning Commission. The EDC will respond in a letter to Atty. Royston.

C. Costa reviewed progress to date on developing materials for property owners. Once the EDC completes the Public Input sessions and considers all input, the Commission will finalize the draft of all of the changes proposed for MW. There will be three different petitions to the Zoning Commission: one for the MW Overlay; one for the B-3 Map Change; and one for the Pedestrian Node Map Change.

C. Costa reviewed the ideas for presenting this information in the most effective, clear way possible to property owners affected by changes in the Mariner's Way Overlay Zone, B-3 Map Change, and Ferry Point Pedestrian Node. Property owners will get the information packets that apply to their property.

There will be a general cover letter describing the MW Plan, the reasons for the EDC's proposed zoning changes, and the EDC's economic development goals in implementing the zoning changes suggested in the plan. A second, color-coded page would describe the specific changes proposed that will affect the property owner receiving the packet (each proposed change will have a different color code). All properties in the MW Overlay Zone will get a table comparing their existing zone with the additions provided under the Overlay Zone.

Commissioners determined that Public Input Sessions should be done in two separate meetings. E. Swenson requested that a list of property owners that will be affected be provided at the next meeting. S. Prisloe is working with the Assessor to get a list of all property owners in the areas affected by the MW proposed changes. Discussion continued about providing information to business owners in the area as well as property owners. There was a suggestion that the cover letter or an explanatory letter be provided to business owners. The EDC will determine how and when to inform business owners at a later meeting.

The EDC discussed the timeline for completing the information packets for property owners, compiling the packets, and mailing the packets 3-4 weeks prior to the Public Input session.

The EDC decided to use the following schedule:

Sept 1 – Special Meeting to review property owner information packets and presentations

Sept 10 – Regular Meeting to finalize information packets and plan Public Input Session

Sept 17 – Prepare for the two Public Input Sessions

Oct 1 – TBD

Oct 8 – TBD

C. Conklin asked about expenses. C. Costa explained that to date, the Zoning Commission has paid for Attorney Eliza Heins to help guide the development of the draft regulations. The EDC expressed its appreciation for the support of the Zoning Commission. The EDC determined there should be a Clerk to record the Public Input Sessions to summarize the input heard at the sessions. The EDC has money in its budget to cover the cost of a Clerk.

The EDC discussed preparing to be spokespeople for the proposed changes in zoning for MW. C. Costa explained that EDC members will need to be prepared to present the petitions for changes to the ZC as well as other boards and commissions in town that receive a referral to comment on the petition. The EDC asked J. Keating if he would take the lead in presenting the proposed changes. He is willing and suggested that all members of the EDC play a role and make presentations as needed. It is also important that all Commissioners are well-versed in the proposed changes and comfortable speaking about it one-on-one or in front of a board or commission. The information packets will be helpful in developing the presentations.

The goal for the next meeting is to have prototypes of as many information packets prepared as possible for the EDC to review. At least one prototype will be done on color-coded paper.

NEW BUSINESS

- A. Annual Report Draft Review – C. Conklin suggested putting items in chronological order. Also suggested: adding Commissioners’ names under those of the officers; the name and contact info of the EDev Director; the website URL; and the website QR code.
- B. Goal Setting – C. Conklin would like to have a workshop at a future EDC meeting to discuss goals for the EDC and consider how to be pro-active in economic development.
- C. C. Conklin polled the EDC to determine if Commissioners wanted to hold meetings at 7pm or 7:30pm. The majority of commissioners felt 7:30pm was a better time.

MOTION: To change the time of regular meetings to 7:30 p.m. **MADE:** by J. Keating. **SECONDED:** by E. Swenson **VOTED IN FAVOR:** J. Arcari, C. Conklin, D. Cole, J. Keating, M. Pugliese, S. Roberts, E. Swenson; **OPPOSED:** None; **ABSTAINED:** None ; **APPROVED** 7-0-0

- D. C. Conklin suggested S. Beckman talk with Judy Sullivan and ask about getting feedback from businesses regarding how business is going and what their concerns are after this year. S. Beckman will contact CERC about spending data for Old Saybrook.

PUBLIC QUESTION & COMMENT – none

DIRECTOR’s REPORT – none

ADJOURNMENT

MOTION: To adjourn the meeting at 9:27 p.m. until the next regularly scheduled meeting of the Economic Development Commission on September 10, 2015 at 7:30 p.m. at 302 Main Street, Town Hall, EDC Office, First Floor; **MADE:** by D. Cole **SECONDED:** by M. Pugliese **VOTED IN FAVOR:** J. Arcari, C. Conklin, D. Cole, J. Keating, M. Pugliese, S. Roberts, E. Swenson; **OPPOSED:** None; **ABSTAINED:** None ; **APPROVED** 7-0-0

Respectfully Submitted,
Susan W. Beckman
Economic Development Director
Acting Recording Clerk