

TOWN OF SALEM
ECONOMIC DEVELOPMENT COMMISSION
REGULAR MEETING MINUTES
TUESDAY, APRIL 16, 2024, 6:00 P.M.
SALEM TOWN HALL, CONFERENCE ROOM 1

Robert Long
RECEIVED
TOWN OF SALEM, CT
2024 APR 22 A 9:30

PRESENT

Melissa Beers, Chairperson
Amanda Lawrence
Michael Smith
Tim Whitehouse

ABSENT

John Houchin, Vice Chairperson
Kristen Pugatch

1. CALL TO ORDER

Chairperson Beers called the meeting to order at 6:03 p.m.

2. PLEDGE OF ALLEGIANCE

3. APPROVE MEETING MINUTES:

a. Tuesday, March 19, 2024 Regular Meeting

M/S/C: Lawrence/Whitehouse, to approve the March 19, 2024 Economic Development Commission Regular Meeting Minutes, with the following amendments:

ABSENT: Kathleen Roderick, Alternate

1. CALL TO ORDER

~~Chairperson Beers~~ *Acting Chairperson Smith* called the meeting to order at 6:11 p.m.

Discussion: A question arose regarding the possibility of maintaining the anonymity of the vote for the EDC Exceptional Business Recognition recipient in the Minutes for future meetings. Voice vote, 4-0, all in favor.

Item 9, Christmas in July, was moved to precede Item 4, Correspondence.

6. CHRISTMAS IN JULY

Recreation Commission Chairperson Mary Durkee reported that the Recreation Commission is interested in continuing its partnership with the Economic Development Commission for the event. The Commission is planning to host a booth and is in the process of discussing its theme. Similar to last year, the booth will include children's activities, a drawing, and an activity to encourage guests to visit each of the booths.

Chairperson Beers corrected that the event will be held until 2:00 p.m. and stated that the next issue of Our Town Salem will advertise the partnership. She plans to have the

announcement and vendor applications available online this week. The deadline for vendor applications will be June 15. Commissioner Smith stated that they are planning to welcome approximately 30 vendors. To remedy some of the issues from last year's event, they plan to reach out to out-of-town food trucks and engage the help of additional volunteers. Other issues included the lack of sufficient handicapped parking spaces and the need for a more prominent welcome table. Commissioner Smith suggested the possibility of de-installing the volleyball net and hosting a bocce ball or cornhole in the area. Discussion ensued regarding the organization of the various booths and the handling of the trash at the end of the event. The flyer will be updated, the possibility of reusing the signage will be investigated, and the event will be promoted via social media.

4. CORRESPONDENCE

- a. Update from Senator Martha Marx – *no update*
- b. Update from State Representatives Holly Cheeseman and Irene Haines – *no update*
- c. Update from Salem First Selectman Ed Chmielewski – *no update*

5. PUBLIC COMMENTS – none

6. SALEM BUSINESS

The Commission was not aware of any new businesses in the area.

7. SALEM BUSINESS OUTREACH AND SUPPORT

Chairperson Beers reported that she received an e-mail from seCTer (Southeastern Connecticut Enterprise Region), a non-profit organization, that is interested in providing a presentation to the Commission regarding available grants and loans for small businesses.

a. In-Person Outreach

A request to reach out to the Town's brick-and-mortar businesses for possible interest in obtaining advertising for *Our Town Salem* was received.

b. Welcome Packet

Commissioner Whitehouse has been working with Commissioner Houchin regarding the Welcome Packet on the website. A list of additional links, edits, and updates was provided and will be added to the site.

8. BUDGET UPDATE – no discussion

9. NEW BUSINESS

a. EDC Salem Business Roundtable

The EDC will be hosting the Business Roundtables every quarter. The next Roundtable will be held on Tuesday, June 18 and discussions will focus on informing the vendors of the plans for the Christmas in July event.

10. OLD BUSINESS

a. EDC Exceptional Business Recognition

Commissioner Lawrence presented possible design solutions for the plaques and will be requesting price estimates. The Commissioners agreed to have the plaques measure 5" x 7" with a green marble background.

Chairperson Beers distributed a copy of the vendor application and an article for the next issue of *Our Town Salem* for review and comments.

11. ADJOURNMENT

M/S/C: Lawrence/Smith, to adjourn the meeting at 7:14 p.m. Discussion: None. Voice vote, 4-0, all in favor. Meeting adjourned.

Respectfully Submitted by:

Agnes T. Miyuki, Recording Secretary for the Town of Salem

