

**TOWN OF SALEM  
ECONOMIC DEVELOPMENT COMMISSION  
SPECIAL MEETING MINUTES  
THURSDAY, NOVEMBER 17, 2022, 7:00 P.M.  
SALEM TOWN HALL, CONFERENCE ROOM 1**

**The minutes submitted below have been filed in accordance with  
Section 1-225 of the CT General Statutes. They are subject to final approval with or  
without amendments by a vote of the Economic Development Commission.  
Approval and any such amendments will be detailed in subsequent minutes.**

**PRESENT**

Steven Shelley, Chairman  
Carl Fontneau  
Alexandra Marsh, Alternate (*seated*)

**ABSENT**

Melissa Beers  
John Houchin  
Victoria Knopf  
John Gilbert, Alternate

**CALL TO ORDER:**

Chairman Shelley called the meeting to order at 7:06 p.m.

- 1. PLEDGE OF ALLEGIANCE**
- 2. ADJUSTMENTS TO THE AGENDA – *none***

*Alternate Commissioner Marsh was seated for Commissioner Houchin.*

**3. APPROVE MEETING MINUTES:**

- a. Tuesday, September 20, 2022 Regular Meeting
- b. Tuesday, October 18, 2022 Informational Meeting

**M/S/C: Marsh/Fontneau, to approve the September 20, 2022 Economic Development Commission Regular Meeting Minutes and October 18, 2022 Informational Meeting Minutes. Discussion: In the future, the notation stating that an Informational Meeting was held will be in a larger and bolder font. With respect to the discussion regarding the Christmas in July event, Commissioner Fontneau reported that the possibility of partnering with the Recreation Commission was raised during the October 18 Informational Meeting. Commissioner Marsh, who is also a member of the Recreation Commission, and Commissioner Fontneau will plan on attending the November Recreation Commission Meeting to discuss the proposed collaboration. Voice vote, 3-0, all in favor.**

**4. CORRESPONDENCE – *none***

**5. PUBLIC COMMENTS – *none***

**6. SALEM BUSINESS**

- a. Update from Senator Paul Formica
- b. Update from State Representative Holly Cheeseman
- c. Update from Salem First Selectman Ed Chmielewski

Both Senator Formica and Representative Cheeseman are preparing for the upcoming Legislative Session. Representative Cheeseman is looking forward to working with newly elected Representative Irene Haynes. Representative Irene Haynes and newly elected Senator Martha Marx will be added to the Agenda and contacted for their updates following their inauguration.

**7. ZONING MAP MODIFICATIONS**

The goal is to propose the addition of select areas for the highway-commercial zone to help increase the Town's business base. A brief discussion ensued regarding their previous conversations. Because the item is included in the proposed 2022 Plan of Conservation and Development as an action item, the Commissioners agreed to table the matter. Following its approval, a letter recommending modifications to the Zoning Map will be drafted and sent to the Planning & Zoning Commission.

**8. PLAN OF CONSERVATION AND DEVELOPMENT (POCD)**

The Planning & Zoning Commission's Public Hearing regarding the POCD is scheduled for December 13. Commissioner Fontneau reported on his plans to propose changes to the Natural Resources chapter of the document, including changing the responsible party for one of the action items related to discouraging local businesses from selling invasive plants from the Economic Development Commission to the Conservation Commission.

**9. SALEM BUSINESS SURVEY – *not discussed***

**10. SALEM BUSINESS OUTREACH AND SUPPORT**

- a. In-Person Outreach

Commissioner Fontneau reported that he spoke with one of the Town's business owners who suggested installing a porta-potty(ies) or pay toilet(s) for public use in the round-a-bout. The Commissioners discussed its possible location(s) and its potential benefit to the Town's economic development. He also proposed working with the Recreation Commission and Salem Land Trust to establish trailhead facilities as a way to invite more visitors into the Town. Grant opportunities might be sought for both of these items.

- b. Welcome Packet – *not discussed*

**11. NEW BUSINESS**

- a. Approve the 2023 Regular Meeting Dates as follows:

January 17, February 21, March 21, April 18, May 16, June 20, July 18, August 15,  
September 19, October 17, November 21, December 19, and January 16, 2024

Meetings will be held on the third Tuesday of each month at 7:00 p.m. at Salem Town Hall, Conference Room 1.

**M/S/C: Marsh/Fontneau, to approve the 2023 Economic Development Commission Regular Meeting Dates, as presented. Discussion: None. Voice vote, 3-0, all in favor.**

**12. OLD BUSINESS**

- a. ARPA (American Rescue Plan Act) Funding/Salem Small Business Assistance  
The Commissioners discussed the proposed joint venture with the Recreation Commission to host an event promoting the Town's talents and home occupation businesses. The EDC's Facebook page has received a minimal response from home occupation businesses. Chairman Shelley tasked Commissioner Marsh to work with Commissioner Beers to create a flyer announcing their search for home occupation businesses for review at the next Regular Meeting. The call will also be posted on social media and included in the next issue of *Our Town Salem*.

**13. ADJOURNMENT**

**M/S/C: Fontneau/Marsh, to adjourn the meeting at 7:50 p.m. Discussion: None. Voice vote, 3-0, all in favor.**

Respectfully Submitted by:

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