

**TOWN OF SALEM
ECONOMIC DEVELOPMENT COMMISSION
REGULAR MEETING MINUTES
TUESDAY, MAY 16, 2023, 7:30 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
Melissa Beers
John Houchin

ABSENT

Victoria Knopf
John Gilbert, Alternate
Alexandra Marsh, Alternate

CALL TO ORDER:

Chairman Shelley called the meeting to order at 7:31 p.m.

1. PLEDGE OF ALLEGIANCE

A moment of silence was held in honor of Commissioner Fontneau who recently passed away.

2. ADJUSTMENTS TO THE AGENDA

Item 10, Old Business, ARPA, Christmas in July, was moved to follow Item 6, Salem Business.

3. APPROVE MEETING MINUTES:

a. Tuesday, March 21, 2023 Regular Meeting

**M/S/C: Houchin/Beers, to approve the March 21, 2023 Economic Development
Commission Regular Meeting Minutes, with the following amendment:**

6(b) Update from State Representative Holly Cheeseman/*Irene Hayes*

Discussion: None. Voice vote, 3-0.

4. CORRESPONDENCE – none

5. PUBLIC COMMENTS – none

6. SALEM BUSINESS

- a. Update from Senator Paul Formica and Martha Marx
Chairman Shelley reported that the Salem Land Trust, which Senator Marx had noted might receive funding for the acquisition of green space, was awarded a \$135,000.00 Grant.
- b. Update from State Representatives Holly Cheeseman and Irene Haynes – *no update*
- c. Update from Salem First Selectman Ed Chmielewski
Chairman Shelley reported that First Selectman Chmielewski sent his greetings and appreciation to the Commission for their hard work. He also expressed his excitement for the upcoming Christmas in July event and reported on the involvement of the town's local businesses to refurbish and reinstall the old Library's cupola.

7. OLD BUSINESS

a. ARPA (American Rescue Plan Act) Funding / Small Business Assistance

1) Christmas in July

Commissioner Beers reported that she has been researching vendor agreement/participation forms and has contacted the Uncas Health District regarding the requirements and permitting for food vendors. She recommended they request a \$100 refundable deposit to ensure the vendors' commitment. Currently, seven (7) vendors have expressed an interest in reserving a space at the event. Each vendor would be offered a 15' x 15' space. Her goal is to reserve 20 to 25 vendors by their June Regular Meeting. The possibility of opening the vendor invitation to surrounding towns for a fee, if the goal is not reached, was briefly discussed. Commissioners Houchin and Shelley felt that 10 to 15 vendors for their inaugural event would be satisfactory.

Chairman Shelley will modify the flyer and obtain price estimates for signage to promote the event. Commissioner Beers will reach out to the First Selectman regarding the vendor agreement form. The vendors would be required to bring their own equipment and materials. The Finance Department will be contacted regarding the receipt of the deposit and where the funds would be deposited should a vendor fail to attend.

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8. ZONING MAP MODIFICATIONS – *no discussion*

9. SALEM BUSINESS OUTREACH AND SUPPORT

a. In-Person Outreach – *no discussion*

b. Welcome Packet

Chairman Shelley will send the minor change for the Welcome Packet before the page goes live.

10. NEW BUSINESS

Chairman Shelley informed the Commissioners of his impending move and plans to step down from the Commission. He recommended the Commission nominate and elect a new slate. The Commissioners briefly discussed the need to recruit more active members.

M/S/C: Houchin/Shelley, to nominate and elect Commissioner Beers as Chairman of the Economic Development Commission. Discussion: None. Voice vote, 3-0, all in favor.

M/S/C: Shelley/Beers, to nominate and elect Commissioner Houchin as Vice Chairman of the Economic Development Commission. Discussion: None. Voice vote, 3-0, all in favor.

11. ADJOURNMENT

M/S/C: Houchin/Beers, to adjourn the meeting at 8:27 p.m. Discussion: None. Voice vote, 3-0, all in favor.

Respectfully Submitted by:

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