

## SALISBURY ECONOMIC DEVELOPMENT COMMITTEE

### REGULAR MEETING

NOVEMBER 15, 2023 – 5:30PM (HYBRID)

1. Call to Order. Present: Janet Graaff, Kitty Kiefer, Tom Shachtman, Ward Belcher and Carol Sadlon. Absent: Robert Schaufelberger.
  - (a) **Approval of Agenda. So Moved** by T. Shachtman, seconded by W. Belcher and unanimously **Approved.**
  - (b) **Approval of Minutes of October 18, 2023. So Moved** by K. Kiefer, seconded by W. Belcher and unanimously **Approved.**
  - (c) Filing of memo to BOS and PZC dated October 20, 2023, with John Harney, Chair, Affordable Housing Trust copied. The memo, regarding the Town-owned property on Grove Street, will be attached to the Minutes of this meeting.

2. Structure and Budget Assessment

J. Graaff commented on the list of projects to continue and included some suggestions. One point was to expand the SEDC liaison role and have more communication with other committees, such as the PZC, Affordable Housing Commission and the Pope Land Design Committee. K. Kiefer suggested that the updated Plan of Conservation and Development (POCD) will be a guide, when it is finished. J. Graaff pointed out that the POCD will have to go to Public Hearing. T. Shachtman suggested that the POCD ought to be presented to the public for comments, prior to a Hearing; J. Graaff will forward his comments to PZC Chair Michael Klemens. . Belcher asked about how to communicate better with the others; J. Graaff suggested that the SEDC should get involved with issues like parking. C. Sadlon mentioned Affordable Housing (AH) and asked why it isn't part of the SEDC agenda; T. Shachtman commented that AH is not an economic driver; it is a service and is a separate topic. A point was made about continuing the SEDC monthly meeting schedule; C. Sadlon and T. Shachtman would like to have in-person meetings. J. Graaff asked how the SEDC could do more outreach with others; T. Shachtman wants to talk with the public about economic development, using the POCD as a starting point. K. Kiefer suggested that issues are not limited to the POCD; other ideas need to be heard. Another point was about having new members on the SEDC, but nothing was decided. J. Graaff brought up a point about getting grants and what might be available to the SEDC for their purposes and research. T. Shachtman indicated that it takes a lot of work to get grants. J. Graaff would like to have a line item in the Town budget and pointed out that Joe Cleaveland had earmarked \$5k for this fiscal year. Other possible sources for funding were mentioned. C. Sadlon noted that applying for a grant id for a very specific project; W. Belcher suggested that Curtis Rand is a good resource and to keep working on the process. J. Graaff mentioned that she had received a letter from a PZC member in Falls Village; they are trying to figure out economic development grants. J. Graaff suggested meeting with Falls Village and

North Canaan officials. C. Sadlon suggested having sub-committees, to work outside of monthly meetings. J. Graaff suggested staying with monthly meetings, but opting out of Zoom meetings being recorded. The SEDC would like to look for a new member with retail or real estate experience; there aren't any specific people in mind. J. Graaff suggested that the SEDC keep the Town moving on Grove Street. W. Belcher wants to promote the SEDC; K. Kiefer would like to have a list of 3 things for the SEDC to accomplish. J. Graaff suggested looking at the current project list for the next meeting in December, then put it on the website when it's agreed upon.

3. 2024 Committee appointee recommendations

Carol Sadlon, Tom Shachtman, Ward Belcher and Kitty Kiefer agreed to stay on; J. Graaff will ask R. Schaufelberger if he's going to stay on the Committee. J. Graaff would like the SEDC to become a Commission. C. Sadlon suggested that people need terms, limits and structure. J. Graaff asked if they want to have 2-year terms. K. Kiefer will advocate for the SEDC at her first BOS meeting in December. J. Graaff mentioned that she has reasons for the SEDC to become a Commission; K. Kiefer noted that the BOS can veto the idea.

4. Public Comment – None

5. Other Business

J. Graaff brought up the December agenda. K. Kiefer recommended going for 5 SEDC members with staggered terms now and waiting to advocate for Commission status.

6. **Adjournment. So Moved** by W. Belcher, seconded by T. Shachtman and unanimously **Approved.**

Attachments: SEDC Memo to BOS and PZC

SEDC Procedural Intentions for 2024

## SEDC PROCEDURAL INTENTIONS FOR 2024

### Discussed and agreed upon in Committee November 2023

1. **Fostering Town board/commission/committee coordination and cooperation through informal liaison:** committee members intend to selectively attend the meetings of other Town committees/commissions and boards, which shall include (but not be limited to) the Board of Selectmen, PZC, the Pope Committee and the Affordable Housing Commission. In addition, the Committee will seek to establish working relationships with such organizations as the Tri-State Chamber of Commerce and the Salisbury Association.
2. **Being timely in response to issues relevant to economic development raised by other commissions/committees:** we shall do this through special meetings if necessary. **The fixed 2024 calendar** will remain monthly (with August off), and will remain the third Wednesday of the month, at 5:30 PM. **Committee meetings will no longer be recorded by Zoom:** Zoom, Facetime and other audio options can be used to make sure all committee members are able to attend. Town residents are encouraged to attend in person.
3. **Building public outreach** for input and influence: the Committee will look for opportunities to hold informal in-person town meetings until and unless the Selectmen institute regular official Town Public Meetings, say 3xyear, for open discussion of proposed town projects before big decisions are made.
4. **The Committee is in favor of taking steps to become an economic development commission as defined in Section 7-136 of the General Provisions for the CT Municipalities.** We are in favor of immediately introducing staggered two-year terms, building capacity to apply for economic development assessment and pilot study grants, and of producing an annual activity report.

TO: Curtis Rand, First Selectman (BOS)  
Michael Klemens, Chairperson of Planning and Zoning Commission (PZC)

CC: SEDC members

FROM: Janet Graaff, Chairperson of Economic Development Committee

DATE: October 20, 2023

TOPIC: Designation of Town owned Lots 56-05 and 56-06 for parking and housing

The Economic Development Committee has discussed the importance of retail vibrancy in the village centers. Residents should be able to park on main street. Changing the function of existing buildings from retail to office space may reduce parking options for shoppers in Salisbury Center and we are concerned that the increased repurposing of main street properties from retail to professional office use will make this increasingly difficult. Some all-day parking occurs already off Route 41 (Undermountain Rd) on the streetside-half of the town owned Lots 56-05 and 56-06. An informal survey of this parking area shows it to be underutilized. This lot is within an easy walking distance to the Center.

We support the Salisbury Housing Trust's request for the back half of the combined properties to be made available for two or three saleable units of housing to be built by the Housing Trust. A front/back subdivision of the combined properties would make sense, with the Town retaining the front half, allowing drive-through access to the housing units on the back half. This is consistent with the Grove Street Feasibility Layout Plan prepared by Pat Hackett Dec 15, 2007, revised May 15, 2019.

Thank you for your consideration.