

TOWN OF NEW HARTFORD  
ECONOMIC DEVELOPMENT COMMISSION  
REGULAR MEETING

Monday, February 13, 2023

**PRESENT:** Chairman Brian Watson, John Burdick, Polly Pobuda, Shelley Lloyd, Sabrina Stout, Anita Barden, Commission Secretary Jessica Flaherty

**ABSENT:** Jack Casey, Bill Baxter

**MEMBERS OF THE PUBLIC:** None

1. **Call to Order 7:01pm**
  - a. Seating of Alternates, if necessary – **N/A**
2. **Public Comment on Agenda Item – N/A**
3. **Election of Chair** – Annual election of a Chair. Mr. Burdick Nominated Mr. Watson, Mr. Watson accepted nomination, motion seconded by Ms. Lloyd, unanimous agreement. Ms. Lloyd – understand we don't have an Assistant Chair but thinks we should. It was noted that EDC have no Vice Chairman in bylaws. In the event Mr. Watson cannot make a meeting, he must nominate someone to run that meeting. Ms. Pobuda & Ms. Lloyd advocate for Vice Chair to alleviate need for Mr. Watson to nominate someone each time. Ms. Stout nominated Ms. Lloyd, Mr. Watson seconded it, unanimous approval. Ms. Lloyd to remind Mr. Watson about agendas going forward and work together.
4. **Meeting Schedule for 2023** – EDC set meeting schedule for 2023.
  - a. February 13
  - b. March 13<sup>th</sup>
  - c. April 10<sup>th</sup>
  - d. May 8<sup>th</sup>
  - e. June 12<sup>th</sup>
  - f. July 10<sup>th</sup>
  - g. August 14<sup>th</sup>
  - h. September 11<sup>th</sup>
  - i. October 16<sup>th</sup> (deviated due to the normal week being Columbus Day and the Town Hall is closed. A motion was put forth by Ms. Lloyd. Mr. Watson seconded and it was approved unanimously.
  - j. November 13<sup>th</sup>
  - k. December 11<sup>th</sup> (EDC normally does not schedule one in December however this is important for planning for the following calendar year. Mr. Burdick motioned to add a December meeting, jess seconded, approved unanimously.
5. **Approval of Minutes – Monday November 14, 2022**, Mr. Burdick made a motion to accept, Ms. Lloyd seconded it, unanimous approval
6. **Tourism Website** – Mr. Watson presented in front of BOS and was able to field lots of questions/comments/thoughts which included questions on how it would be set up, addressed

some discrepancy from June meeting but cleared it up. There was a debate on how much money to fund for the site. BOS was originally going to give \$15k would cost \$20k to go through end of 2024. Ms. Lloyd: ARPA funding money must be spent by end of 2024 so the BOS decided to fund set up amount and operation amount for monthly maintenance which will allow funding through end of 2024. This gives the EDC and Town a year and a half to review data and analyze the effectiveness ahead of the 2024/2025 budget review. A question was posed – how do you get businesses on board? Mr. Watson – The Town wanted to make sure that businesses included on the site art businesses that are registered and pay taxes in town. Town Clerk has list of those who would include. If there are businesses members of the EDC know are not on the list, we would go door to door and include the Business Council. Ms. Stout asked for copy of presentation given to the BOS but EDC was advised it is unavailable unless there is a recording of the meeting. Mr. Burdick supports Ms. Stout’s desire to see presentation/examples. We will have Greg come after Board of Finance meeting once we are finalized. Site completion date will be after May 2023. Board of Finance has to meet to fund prior to initiating. Suggestion for there to be a subcommittee for website consulting. Kelly from America the Beautiful happy to be part of subcommittee. EDC/subcommittee will make decisions on content and what we need from the businesses. Subcommittee takes requests and prioritizes the information.

7. **Review from Freedom of Information Act Discussion (FOIA)** – Ms. Lloyd provided a recap on the FOIA meeting held in January. Key takeaways included commissions have to give sufficient notice and provide minutes in a timely notice in order to the public has time to make a decision to attend or not. Town Clerk provided a document which Ms. Lloyd reviewed with EDC (see embedded image in appendix). Vote only minutes have to be provided to town clerk within 48 hours. Minutes need to be informative enough so people who read them understand what the committee was doing.
8. **Budget** – no changes per Mr. Watson. Mr. Watson to follow up with Selectman Office on confirmation of numbers. Any adjustments to plan of current budget needs to wait post Board of Finance meeting. Mr. Watson to confirm with Selectman Office that they have the 23-24 budget proposal sent back in October 2022. Current balance of EDC that is not earmarked is \$4,825. Earmarks include \$975 for secretary & \$200 for triathlon. There was discussion about replacing Town For All Seasons signs that need to be fixed. The town has 6 extras but needs someone to put them up. All EDC members should come prepared for March meeting to discuss ideas on options for budgetary expenditures in the event we have a surplus. One area EDC will look into adding the toppers on street signs directing people to notable places in town. Ms. Lloyd to reach out to Jeremy at Writeway Signs to inquire about pricing.
9. **ANY OTHER BUSINESS TO PROPERLY COME BEFORE THE COMMISSION – N/A**

Mr. Burdick motioned to adjourn, and Ms. Stout seconded, all in agreement 7:56pm

Voting Record:

Motion: Annual Election of Chair - Brian Watson nominated		
Initiator	John Burdick	
Seconded By:	Shelley Lloyd	
Member Votes:	Yay	Nay

Ms. Stout	Yay	
Ms. Barden	Yay	
Ms. Flaherty	Yay	
Ms. Pobuda	Yay	

Motion: Addition of Vice Chair, Shelley Lloyd Nominated
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Initiator	Sabrina Stout	
Seconded By:	Brian Watson	
Member Votes:	Yay	Nay
Ms. Stout	Yay	
Ms. Barden	Yay	
Ms. Flaherty	Yay	
Mr. Burdick	Yay	
Ms. Pobuda	Yay	
Ms. Lloyd	Abstained	

Motion: Change October Meeting due to Columbus Day
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Initiator	Shelley Lloyd	
Seconded By:	Brian Watson	
Member Votes:	Yay	Nay
Ms. Stout	Yay	
Ms. Barden	Yay	
Mr. Burdick	Yay	
Ms. Pobuda	Yay	

Motion: Acceptance of EDC 2023 Meeting Schedule
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Initiator	John Burdick	
Seconded By:	Jessica Flaherty	
Member Votes:	Yay	Nay
Ms. Stout	Yay	
Ms. Barden	Yay	
Mr. Watson	Yay	
Ms. Pobuda	Yay	
Ms. Lloyd	Yay	

Motion: Approval of 11/14/22 Meeting Minutes
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Initiator	John Burdick	
Seconded By:	Shelley Lloyd	

Member Votes:	Yay	Nay
Ms. Stout	Yay	
Ms. Barden	Yay	
Mr. Watson	Yay	
Ms. Pobuda	Yay	
Ms. Lloyd	Yay	

Jessica Flaherty, Secretary

Economic Development Commission

Appendix:

Image of FOIA Rules in relation to Public Meetings

<b>NOTICE OF MEETINGS</b>					
<b>TYPE</b>	<b>NOTICE</b>	<b>AGENDA/ NOTICE CONTENTS</b>	<b>ADDING TO AGENDA/ NOTICE</b>	<b>FILING RECORD OF VOTES</b>	<b>FILING MINUTES</b>
<b>REGULAR</b>	File yearly schedule with Sec'y of State (state) or Town Clerk (municipal) by Jan. 31 <sup>st</sup> . **	Agenda available at least 24 hours before meeting. **	Agenda items may be added by 2/3 vote of those members present and voting.	Within 48 hours after meeting (if minutes not available within 48 hours).	Within 7 calendar days after meeting. ***
<b>SPECIAL</b>	At least 24 hours before meeting, file at Sec'y of State (state) or Town Clerk (municipal). *	At least 24 hours before meeting. Time, place and business must be included in notice. *	Not permitted	Within 48 hours after meeting (if minutes not available within 48 hours).	Within 7 business days after meeting. ***
<b>EMERGENCY</b>	None required if emergency is justified.	None required if emergency is justified.	Only emergency matters may be considered.	Within 48 hours after meeting (if minutes not available within 48 hours).	Within 72 hours after meeting. Must state reason for emergency. ***

\* Available with Sec'y of State (state) or Town Clerk and in place of business. Also, must be posted on agency website.  
 \*\* Available with Sec'y of State (state) or Town Clerk and in place of business. Also, must be posted on websites for state agencies only.  
 \*\*\* Must be posted on agency website for state agencies only.

Freedom of Information Commission 9/27/2010