

Town of East Hampton
Economic Development Commission
Regular Meeting

Tuesday, September 20, 2022

6:30 P.M.

TOWN HALL 2ND FLOOR MEETING ROOM #201 AND VIA ZOOM

MINUTES

Present: Jase Doane, Jordan Higgins, Ted Turner and Chairman Matthew Reich.

Absent: Walt Jedziniak and Marlene Geary.

Call to Order: Chairman Reich called the meeting to order at 6:31 P.M.

Adoption of Agenda: *A motion was made by Mr. Turner, seconded by Mr. Doane, to adopt the agenda with the addition of 7b under correspondence for Mr. DeCarli in the Land Use Department. Voted 4-0 in favor.*

Approval of Minutes: *A motion was made by Mr. Higgins, seconded by Mr. Turner, to approve of the August 16, 2022 regular meeting minutes as submitted. Voted 4-0 in favor.*

Public Comment: None

Continuing Business:

- a. **Update and Discussion on Actions to Support Bells on the Bridge Project:** There hasn't been a meeting to discuss the graphics for promoting the event. There should be a meeting for the graphics before the next commission meeting. The members discussed investigating a hang-able sign for the bells event to hang on the bridge with the bells. This would further help promote and spread awareness for the event to gain more participants and more bells to go on the bridge. The members need to figure out the dimensions of the sign and where to hang it on the bridge.

New Business:

- a. **Discussion & Possible Action on Development of Guidance on the Business Incentive Program:** The members reviewed the summary of the guidance for the Business Incentive Program. The members reviewed the changes brought up and made to the guidelines to update and clarify sections of the guidance provided before the re-write. Sections that held up and confused or concerned the members were reviewed and revised to provide better guidance for evaluating applications for the program. The language and verbiage were also cleaned up to maintain clarity and rid the confusion. *A motion was made by Mr. Turner, seconded by Mr. Higgins, for the EDC to accept the drafted guidance to support and review applications using the Business Incentive Program. Voted 4-0 in favor.*
- b. **Discussion & Possible Action on Development of Possible Recommended Modifications to Business Incentive Program's Ordinance and Application:** A summary of the changes and where to find them within the newly drafted guidance. Clarifying items and subjects in some categories that were questioned by the members.

The evaluation points and topics in each category were cleaned up and explained to the members. Some suggested updates and changes to the application form for the program were brought up and briefly discussed by the members. These changes and revisions should eliminate the ambiguity and help to guide the members during the evaluation process. The members need to send the drafted modifications to the Town Council to vote on and approve of the changes. *A motion was made by Mr. Turner, seconded by Mr. Doane, to approve of the suggested modifications and to send to the Town Council for approval. Voted 4-0 in favor.*

Correspondence:

- a. **RiverCOG:** The RiverCOG is developing a comprehensive economic development survey. The organization is gathering people from different towns and different organizations and companies to help create the survey. The members were encouraged to fill out the survey to help aid information collection once the survey is finished and sent out.
- b. **Land Use Department:** Mr. Reich talked with Mr. DeCarli from the Land Use Department about creating a one page document about the incentive program. It would explain what the program is and does for the applicants and the community. This would also help to gain more awareness and interest and to spread information about the program.

Town Manager's Report:

- a. **Update on STEAP Grant Submitted or In-Works for East Hampton:** The STEAP Grant was approved for 77 towns and East Hampton was one that would be awarded with funding for projects. The announcement was made by the Governor's office. The town would be receiving \$500,000 in funds from the grant to the town for the Village Center and small businesses. The members brought up some questions they want sent to the Town Manager. What are the next steps? What is the timeframe? The Town Manager sent an email to Mr. Reich with some bullet point information.
- b. **New Business Update/ New Businesses with Planning & Zoning Approval/ Review of P&Z Minutes:** The members reviewed and briefly discussed the Planning & Zoning minutes and motions from the last meeting. The members discussed modifying the Business of the Month and New Business applications to get more applicants and use the signs. The Business of the Month and New Business signs and awards would be good publicity for the local business that was nominated and for the commission. It was suggested to have the topic on the next month's agenda for further discussion.

Public Comment: None

Adjournment: *A motion was made by Mr. Turner, seconded by Mr. Higgins, to adjourn the meeting at 7:15 P.M. Voted 4-0 in favor.*

Respectfully Submitted,

Katrina Aligata

Recording Clerk