



# *Economic Development Commission*

*Town of Bethel, Connecticut*  
*Bethel Municipal Center \* 1 School Street \* Bethel, Connecticut 06801*  
*(203)794-8540 Facsimile (203) 778-7520*

## MINUTES OF REGULAR MEETING

Wednesday, October 21, 2015  
4:00 P.M.  
CJH MUNICIPAL CENTER-MEETING ROOM "A"

RECEIVED

2015 OCT 22 P 1:36

TOWN OF BETHEL  
TOWN CLERK

**PRESENT:** Michael Boyle, Chairman, Kevin McMahon, Bonnie Brown and Sharon Straiton. Also in attendance was Janice Chrzescijanek, Economic Development Director.

Absent: Roy Steiner, Noel Gill and Jay Streaman.

**Call to order:** Michael Boyle called the meeting to order at 4:00 p.m. with the pledge of allegiance, and a moment of silence for Christopher Lemone.

**Public Comment:** None

**Approval of minutes:** Bonnie Brown made a motion, which was seconded by Kevin McMahon, to approve the minutes of September 16, 2015. Vote, all in favor, motion approved. Sharon Straiton abstained.

**Economic Director Report:** Janice Chrzescijanek presented the Directors Report (see attached). Discussion focused on the removal of brush at Clarke Business Park, news and announcements, etc. Kevin McMahon made the suggestion of reaching out to Fairfield County Business Journal. Signage was also discussed as well as the expansion of the business park.

A motion to appropriate a sum not to exceed \$3,000.00 to have the brush removed at Clarke Business Park was made by Sharon Straiton. The motion was seconded by Kevin McMahon.

Discussion:

Kevin inquired as to whether there was a priority list in place.

Vote taken, all in favor; motion approved.

**Bethel Forward Update:** Bonnie Brown explained that she and Sharon Straiton were facilitators for the October 1<sup>st</sup> Public Meeting. There were approximately 120 people in attendance. The take away from the groups were the dislike for the buses housed on Durant Ave. There was a high level of interest in the project. Sharon shared that the feedback regarding the traffic, walk ability and safety at PT Barnum Square was a main focus.

The consultants will be back on October 29, 2015 at 6:30 PM to discuss results. Janice received an e-mail from OPM, the administrator of the grant. Their plan was to come, along with DOT to walk the area to see what they are doing and how the state can further assist in the future. The feedback is very positive, Bethel has the better plan and more public feedback. This meeting was cancelled.

**Economic Development Director Report Continued:**

Janice spoke of creating an RFP for site investigation and geotechnical reports regarding the expansion of the Clarke Business Park (see attached).

Kevin McMahon made a motion to award the geotechnical site analysis to Haley & Aldrich, Inc. not to exceed \$17,650.00 with the state subsidizing 50% of the total cost. Negotiating the final bill would be explored. The motion was seconded by Bonnie Brown. A vote was taken, the motion was approved.

**Economic Development Payment of Invoice:** Sharon Straiton made a motion to approve the payment of invoice # 72710 dated August 10, 2015 to Milone and MacBroom in the amount of \$975.00 (see attached). The motion was seconded by Bonnie Brown. A vote was taken, all in favor. Motion approved.

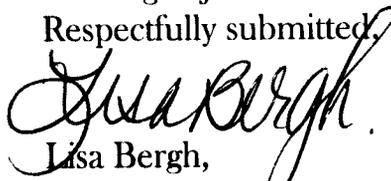
**Adjourn:**

A motion to adjourn was made by Bonnie Brown; the motion was seconded by Sharon Straiton.

Vote taken, motion unanimously approved.

Meeting adjourned at 5:11 p.m.

Respectfully submitted,

  
Lisa Bergh,  
Recording Secretary



# OFFICE OF ECONOMIC DEVELOPMENT

Clifford J. Hurgin Municipal Center, 1 School Street, Bethel, CT 06801

Telephone: 203-794-2822 – Fax: 203-778-7520

Email Address: [eddirector@bethel-ct.gov](mailto:eddirector@bethel-ct.gov)

## Economic Development Update – September and October 2015

### NEWS AND ANNOUNCEMENTS

1. News-Times Article on September 11, 2015 – “Bethel launches initiative to better prepare students for college” (attached – page 1-3)
2. News-Times Article on September 11, 2015 – “Public input sought for Bethel revitalization efforts” (attached – page 4-5)
3. News-Times Article on September 5, 2015 – “Bethel Arts holds the final “First Friday- Free Outdoor Concert” at Municipal Center” (attached – page 6)

### BUILDING COMMUNITY PARTNERSHIPS

#### Property and Business Owners

1. Personal Introductions - Total of 157 visits
2. Advisory Committees
  - Clarke Business Park Advisory Committee – Next meeting: November 20<sup>th</sup> at 9:15am.
    - Survey - Emailed to property and business owners on October 7<sup>th</sup>. Received 5 responses to each survey. Plan to send letters with the survey.
      - Maintenance – Brush and sign maintenance
  - Downtown Advisory Committee meeting – Next meeting: tbd

#### Local Government Commissions and Boards

1. September 8<sup>th</sup> - **Board of Finance** presentation (presentation attached – page 7-9)
  - Provided an Economic Development Strategy Survey (attached – page 10-11)

#### ED Professionals/Organizations

1. **WCEDA Regional ED website** ([aceswesternct.com](http://aceswesternct.com)) – Planning to do a soft launch on November 15<sup>th</sup>. Committee final review of the content is currently taking place.

#### Culture & Arts

1. **Bethel Arts** was acknowledged for their commitment to improving the local economy, through the arts, at the **Cultural Alliance Breakfast on October 15<sup>th</sup>**.

### BUSINESS DEVELOPMENT AND SUPPORT

#### Business Assistance

1. Business Assistance (relocation, financial, expansion, location, permit) – 104
  - Available Commercial Properties listed – 17 (-3), Available Sites listed – 4
2. Business Expansion
  - September 16<sup>th</sup> - **Memry Corporation's Grand Opening**
3. Business Awards
  - **Memry Corp.** will be recognized on December 2<sup>nd</sup> by CERC at **Celebrate CT** as having distinguished themselves in the past year by adding to the economic strength, innovation, and promise of our Region.

#### 4. New Businesses

- **The Sweet and Salado** (281 Greenwood Ave.), **Catalina's Skin Care & Body Works** (13 Stony Hill Rd.)

#### Development Opportunities

##### 1. **Bethel Forward** (project information attached – page 12-13)

- **Public Outreach Schedule –**
  - The following stakeholder meetings were conducted on September 16 and 17<sup>th</sup>.
    - **Sept 16th**
      - 8 – 9:30 Downtown Business Owners (Group 1)
      - 10 – 11:30 TOD Property Owners
      - 12:30 -2 Town Employees
      - 2:30 - 4 Downtown Property Owners
      - 4:30 - 6 Downtown Business Owners (Group 2)
      - 6:30 - 8 P&Z, EDC and BOS meeting
    - **Sept 17th**
      - 8 – 9:30 Community Groups
      - 10 – 11:30 Local Builders and Architects
      - 2:30 - 4 Realtors
      - 4:30 – 6 Downtown Residents and Bethel Neighborhood Associations
  - **Public Meetings –**
    - The first public meeting “Community Voices” was conducted on October 1<sup>st</sup>
      - Over 100 attendees
      - Group identified strong and weak places and opportunities in downtown Bethel (presentation and notes from meeting - <http://www.bethel-ct.gov/content/117/8612/11809.aspx>)
    - The second public meeting “Community Choices” will occur on October 29<sup>th</sup> (invitation attached – page 14)
  - **Public Charrette –** The week of November 16-20, 2015. Schedule is being finalized.

##### 2. **Clarke Business Park**

- **Expansion –**
  - Consultant recommends site investigation that includes boring tests and a geotechnical report to determine the physical properties of soil and rock on the property.
  - Created an RFP and sent it out on October 8<sup>th</sup> to eight firms (RFP and summary of the proposals is attached – page 19-22).
- **Planning & Zoning –**
  - September 22, 2015- decisions were rendered on applications from Monocrete Step Company of CT LLC and for a text amendment change to eliminate crematory as a special permit use in IP Zoning District (attached – page 15-16).

##### 3. **Downtown Revitalization/ Town Commercial Improvement Plan**

- **Phase I** - Public Works is finalizing the design documents.
- **Phase II** - November 28<sup>th</sup> - Applied for a **STEAP grant** in the amount of **\$500,000** for streetscape improvements and expansion on Greenwood Avenue. Still waiting.

#### PHYSICAL IMPROVEMENTS

##### Accessibility, Walk-ability and Safety

1. **Bus Shelters** - HART has approved two **bus shelter** locations: (1) Municipal Center on Durant Ave. and, (2) Dolan Plaza. HART has put the project out for bid. We should hear back in early November.

##### Appeal

1. **Maintenance of Streetscape**

- New **benches** and **garbage cans** have been ordered.
- The town is putting together a budget to fix the **pavers** and **replace the missing trees** downtown.

## 2. **Public Art**

- The Office of Economic Development in partnership with the Western CT State University Foundation applied for a grant on behalf of Bethel Arts. Bethel Arts was awarded a **\$4,756 REGI grant** for a public sculpture art installation in downtown Bethel from the DECD and the CT Office of the Arts (COA) – Planned for Spring 2016.

## MARKETING & PROMOTION

### Websites

1. **Community Website – Discover Bethel (discoverbethelct.com)**
  - August 31<sup>st</sup> - Site went live
  - ED Content on Discover Bethel (attached – page 17)
2. **Town Website**
  - Added a “Business” tab to the homepage of the town’s website with ED content (attached – page 18).
3. **Regional Website – See “Building Community Partnerships”**

**Invoice**



**MILONE & MACBROOM**

99 Realty Drive  
Cheshire, CT 06410  
(203) 271-1773 Fax: (203) 272-9733

Janice Chrzescijanek  
Town of Bethel, CT  
Clifford J. Hurgin Municipal Building  
1 School Street  
Bethel, CT 06801

August 10, 2015  
Invoice No: 72710

Project Manager Thomas Daly

Project 4494-03 Clarke Business Park Expansion - Bethel, CT

Professional Services for the Period: July 01, 2015 to July 31, 2015

Billing Group -1 Professional Services  
Services Rendered: Completed wild life inventory.

Total Fee	19,500.00		
Percent Complete	95.00	Total Earned	18,525.00
		Previous Fee Billing	17,550.00
		Current Fee Billing	975.00
		<b>Total Fee</b>	<b>975.00</b>
		<b>Billing Group Total</b>	<b>\$975.00</b>
		<b>Total Project Invoice Amount</b>	<b>\$975.00</b>

*APPROVED*  
*[Signature]*

## Geotechnical Proposal Summary – Clarke Business Park

1. Haley & Aldrich, Inc.

100 Corporate Place

Suite 105

Rocky Hill, CT 06067

T: (860) 290.3124 C: (617) 908.2757

www.haleyaldrich.com

John T. Difini, P.E., Client Executive, Vice President

Difini, John <JDifini@haleyaldrich.com>

**Proposal - \$12,900 – Supplemental \$14,450 – 17,650**

**Comments: Proposal cost is for a basic scope, but does not include test borings/rock coring to determine the quality of rock.**

**Supplemental includes drilling and rock coring.**

2. Michael C. Penney MCPenney@geoinc.com

GeoInsight

200 Court Street, Second Floor

Middletown, CT 06457 860-894-1022

**Proposal - \$16,510-\$20,590**

**Comments: Base scope with rock coring is \$17,700.**

4. Brian D. Opp, P.E.

Project Engineer I

Terracon

201 Hammer Mill Road I Rocky Hill, CT 06067

D 860.929.7852 I F 860.721.1939 I M 203.610.9061

bdopp@terracon.com, www.terracon.com

**Proposal - \$21,500**

5. Peter M. Heynen, PE

Atlantic Region Geotechnical Manager

Heynen, Peter <PHeynen@geiconsultants.com>

GEI Consultants, Inc.

455 Winding Brook Drive, Suite 201

Glastonbury, CT 06033

Cell: 860-614-2378 Office: 860-368-5360 Main Office: 860-368-5300

**Proposal – \$22,500**

6. James DeAngelis

james@soiltestinginc.net

SOILTESTING, INC.

90 Donovan Road

Oxford, CT 06478

(203) 262-9328, (203) 264-3414 fax, Mail to: info@soiltestinginc.net

**Proposal – \$16,075 – \$18,025**

**Comments: Mostly work on smaller projects.**



## Request for Proposal

### Site Investigation - Clarke Business Park, Bethel CT

#### I. INTRODUCTION

The Bethel Economic Development Commission (EDC) is seeking proposals from geotechnical engineers/firms licensed to do business in the State of Connecticut. The EDC is requesting proposals to conduct a site investigation that includes up to twenty boring tests and a geotechnical report to determine the physical properties of soil and rock on non-developed land in Clarke Business Park, Bethel, CT. This land is currently being considered to expand the Park and future structure development.

Clarke Business Park is located on 644 acres known as the Terre Haute Estate in Bethel, CT. Of the 644 acres, 220 acres of the park have been developed. The Town of Bethel would like to expand the park beyond Trowbridge Drive southerly in order to add approximately 9.8 to 12.67 acres of town-owned land.

A feasibility analysis of the expansion area was conducted by Milone & MacBroom in 2014-2015. This included:

1. A certified soil scientist performed a reconnaissance of the site in order to confirm that there are not any areas which would be regulated as wetlands or watercourses as defined by section 22a-38 (15) and (16) of the Connecticut General Statutes (CGS).
2. A botanical field survey.
3. An invertebrate biologist familiar with the habitat requirements of the northern metalmark butterfly (*Calephelis borealis*) performed a survey of the site.
4. A herpetologist familiar with the habitat requirements of the jefferson salamander complex (*Ambystoma jeffersonianum*) and eastern box turtle (*Terrapene c. carolina*) performed a survey of the site.
5. Conceptual Site Plans
6. Economic Analysis

## **II. PROJECT SCHEDULE**

The EDC requires that the performance of this contract be completed and submitted as follows:

- Proposal Due – Tuesday, October 20, 2015 by 4:00p.m.
- Project Award – Friday, October 23, 2015
- Project Completion and Presentation – Wednesday, December 16, 2015

## **III. PROPOSAL CONTENTS**

Responses shall contain, at a minimum, the following information:

- A) Firm Summary: This portion of the response should include an overview of the firm.
- B) Relevant Experience: This portion of the response should include a listing of relevant projects that the firm has accomplished.
- C) References: This portion shall include a minimum of three (3) current references. This list shall include contact name, address, telephone number, and e-mail address (if available).
- D) Scheduling: This section shall include a proposed timeframe for meeting milestones based on the submitted proposal.
- E) Fee: The firm shall present their fee.

## **IV. EDC RESPONSIBILITIES**

The EDC and the Director of Economic Development will assist in gathering the necessary information for this project and such other information as is necessary for the successful completion of this project. The EDC has compiled and will immediately make available the following reports and studies:

1. Survey of the proposed expansion area
2. Maps of the proposed expansion area
3. February 2015 - Development Feasibility Analysis

## **V. FACTORS FOR AWARDS**

In evaluating the submitted proposals, the following factors shall be considered:

- 1) Qualifications of the firm presenting the proposal.

2) Ability to meet the proposal project completion requirements.

3) The overall cost of services.

#### **VI. SUBMISSION**

The engineer/firm shall email a copy to Janice Chrzescijanek, Director of Economic Development at [eddirector@bethel-ct.gov](mailto:eddirector@bethel-ct.gov) no later than 4:00 p.m. on Tuesday, October 20, 2015.

Questions about the proposal can be directed to Janice Chrzescijanek, Director of Economic Development, at [eddirector@bethel-ct.gov](mailto:eddirector@bethel-ct.gov) or 203-794-2822.