

**Windham Small Properties
Advisory Board Meeting Minutes
July 14, 2004
6:00 p.m.**

Next meeting: 8/11 at 6 pm at 700 Main Street with Ted Montgomery as guest speaker.

Board Members:

Lynn Duvall, Bonnie & Steve Calkins, Sister Peter, J.M. Schold, MaryLou DeVivo, David Wollner, Mike Bolton and Lynne Ide

Absent Members:

Bonnie Calkins, Laura Tordenti, Brian Anderson, Elizabeth Dunnack, Jason Alteri and Diane Potvin

Common Ground Staff:

Cathy San Fan Andre, Mike Skrebutenas, Alana Smith Trani and Karen Kucher

Topics of Discussion

1. Review of discussed architectural plans using proposed schemes. Questions raised included location of dumpsters and delivery truck access.
2. Overview of previous NYC bus trip. 30 participants took tours through several CG buildings and met with various property management staff.
3. Notice of next public forum at Sagrado Corazon to serve Latino community on 7/22 at 7:30 pm. Translators to be provided and 60 minutes video on CG to be shown. Participants will engage in workshop style clusters and discuss their issues.
4. Newburgh staff and business owners to visit Willimantic on 9/23.
5. ECSU students to tour downtown to evaluate the town and to provide their feedback about their view on business development.
6. 8/30 Reaching Home Campaign to hold open house at Seth Chauncey
7. 9/30 NAMI to hold open house at Seth Chauncey
8. Capital improvements report about office and community room renovations, general hotel update, staff update and discussion of social service provider meetings. Sue Andrews has been hired part time to provide social service coordination for the current tenants and Generations has agreed to meet in-house with tenants as necessary.
9. Previous economic and business development studies/reports created by concerned citizens and “shelved” with no action taken. Advisory board members to investigate whereabouts.
10. Retail space rental and small business incubation along main street should be a priority. CG will speak to CHFA about investigating possibilities.