

**HENDERSON COMMUNITY DEVELOPMENT COMMISSION**  
**BOARD MEETING: 9/25/25**  
**Minutes**

**Attendees**

Dave Poulin

Torre Parker-Lane

Colman McGann

Martin Clement (by phone)

Dana Keefer

Dave Poulin called the meeting to order at 7:05pm

1. **Opening Remarks.** Dave Poulin reviewed the Charter and the mission, noting that the Town Board must vote on every initiative the Commission chooses before any initiatives are undertaken. He urged the members to review (before the next meeting):

- Comprehensive Land Use, on the Town website
- HBCC survey, on the HBCC website
- Proposal from grant writing company, handed out at the meeting

He also mentioned that members of the Commission can attend via Zoom or phone, and can vote by Zoom or phone as well.

2. **Establish periodic meeting day.** The Board decided on the 4<sup>th</sup> Tuesday of every month. [In these minutes, Dana pointed out that the November date falls on Thanksgiving Day and will need to be adjusted.]
3. **Elect Chair.** The Commission's charter specifies 9 members. Currently, there are only 5. The Board decided to wait until we have a few more members to elect a Chair and noted that the Chair should not be anyone currently on the Town Board.
4. **Elect Vice Chair.** The Board decided to wait until we have a few more members to elect a Chair.

**5. Review Open Meetings Law Guidelines**

- a. Dana Keefer volunteered to be the Minutes taker for the Board Meetings.
- b. Dave Poulin advised the Board that the Commission is purely advisory in nature with no statutory duties or final decision-making authority. The Commission must follow the open meeting regulations.

6. **Additional Members.** Dave Poulin asked each Board member to approach potential new members before the next meeting. If prospects are identified, they should write a Letter of Intent to the Town Board, which must approve each member of the Commission.

7. **Next Month's Agenda:** Interview grant writer applicant.

**Action Items**

- Read grant writer proposal
- Read HBCC survey
- Read Long Range Comprehensive Plan
- Think of other potential members
- Torre: figure out a shared document system—e.g. Google Docs

The meeting was adjourned at 8:35pm

Respectfully submitted by: Dana Keefer

**Next Meeting Dates: 4<sup>th</sup> Tuesday of each month**

December 4, 2025

2026

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January 27

February 24

March 24

April 28

May 26

June 23

July 28

August 25

September 22

October 27  
December 10