

HENDERSON COMMUNITY DEVELOPMENT COMMISSION

Commission Meeting of 12/4/25

Minutes

A bad player skates to where the puck was. A good player skates to where the puck is. A great player skates to where the puck will be.

--Wayne Gretsky

Attendees

John Bateman

Martin Clement

Dana Keefer

Colman McGann

Dave Poulin

Guest

Charlie Phillips, potential new member

Absent

Torre Parker-Lane

Poulin called the meeting to order at 7:05pm

1. **Opening Remarks.** D. Poulin indicated that the main topic of discussion for this meeting would be to review the draft Action Plan. The Action Plan will remain draft until the new Comprehensive Land Use Plan is approved and identify projects for potential grant applications.
2. **Approval of the October and November 2025 Minutes.** Motion to approve the October 2025 Minutes was made by M. Clement, seconded by C. McGann, and carried by unanimous vote. Motion to approve the November 2025 Minutes was made by M. Clement, seconded by C. McGann, and carried by unanimous vote
3. **Grant Writing Firm Update.** D. Poulin reported that the scope and likely fees of the grant-writing firm the Board interviewed at the November meeting were presented to the Town Board. There was some hesitation about the estimated cost. The Town Board will call the company directly with some questions. Meanwhile, the County has given advice about issuing an RFP, which D. Poulin has completed and published; responses are due in January with Town Board approval potentially in February. C. McGann pointed out that some of the other Henderson groups might wish to include some of their projects in a grant request, which would also help defray the cost of grant-writing services in the first year. Poulin asked McGann to put out feelers to other groups. M. Clement suggested D. Poulin contact grant writer Morgan Spencer in Watertown.
4. **Develop List of Items For Which We Could Pursue Grants.** The group discussed potential projects that will be used to determine the extent of a contract with a grant writing group

5. **Review Draft of Town of Henderson Action Plan.** The group discussed how to get organized for establishing funding to pursue development projects. Poulin called for volunteers to gather information and create “white papers” to establish groundwork, as set forth in Section 6, “Funding,” of the Draft Action Plan. Members of the Board responded as follows:
- 6.1: *Public-Private Partnership.* C. McGann
 - 6.2: *Develop grant writing strategy to include funding and selection process.* This will be the responsibility of the grant-writing firm.
 - 6.3: *Establish Waterfront Access Fund.* M. Clement will pursue. D. Keefer will research the process required to get a 501(c)3 designation.
 - 6.4: *Benchmark other towns or strategies to fund acquisition of property for public use.* D. Poulin has done some of this already. He and M. Clement will collaborate to complete this piece.
 - 6.5: *Develop grant source strategy.* This will be primary responsibility of the grant-writing firm.
 - 6.6: *Develop bond funding strategy.* J. Bateman will research this piece.
 - 6.7: *Determine if legislation is needed to enable town acquisition of property.* M. Clement suggested that Cape Vincent is doing this now; D. Poulin will investigate.
6. **New Members.** M. Clement and D. Keefer will follow up with Peter Kip to ascertain his interest/availability. J. Bateman will follow up with the Hermanns. D. Poulin will follow up with Charlie Phillips.
7. **Term Limits.** D. Poulin will create rolling 4-year term limits. Members whose term expires will need to be re-appointed by the Town Board.
8. **Chair and Vice Chair Discussion.** M. Clement will think about the Chair position. D. Keefer offered to take the Vice Chair position.

9. **Next Month's Agenda.** FU on RFP responses. Report on progress of "white papers."
FU M. Clement re: applying for Chair of the Commission.

10. **Next Meeting Dates (4th Tues of month)**

January 27

February 24

March 24

April 28

May 26

June 23

July 28

August 25

September 22

October 27

November/December 10

The meeting was adjourned at 8:15pm.

Respectfully submitted by Dana Keefer.