



Transition Team Kickoff Meeting Minutes  
Wednesday, July 29, 2015 at 5:00 pm  
TCORS Conference Room  
43 Broad Street, New London, Connecticut

**Attendance:**

Committee Members: Pamela Aey Adams, James Butler, Kristin Havrilla Clarke, Chris Cox, Ellen Cummings, Deborah Donovan, Brent Eugenides, Marian Galbraith, Richard Grahn, Juliet Hodge, Capt. Cark Lahti, Laura Nadelberg, Penny Newbury, Penny Parsekian, Bob Ross, Joseph Selinger, Tom Tyler

Other: Henry Alves (Park Supervisor), Judy Benson (The Day)

**A. Welcome and Introductions – Marian Galbraith, Mayor, City of Groton**

Meeting was called to order by M. Galbraith @ 5:00PM

A Roundtable Introduction was conducted

**B. Overview- progress to date – Marian Galbraith, Mayor, City of Groton**

1. Operating authority and guiding document

- The Thames River Heritage Park (TRHP) Steering Committee has secured a signed Memorandum of Intent (MOI) from the CT Dept. of Energy & Environmental Protection (DEEP) which allows the Transition Team to move forward with its plan to create a Private, not-for-profit organization to operate the TRHP in cooperation with the DEEP State Parks Division, the City and Town of Groton and the City of New London. The document sets a timeline of one year for the Transition Team to launch the new nonprofit that will partner with the DEEP, the City and Town of Groton, New London and the Southeastern CT Council of Governments. Each of these entities signed the MOI.

2. Temporary fiduciary agent & 501(c)3

- The Council of Governments (COG) has been acting as the Fiduciary Agent for the Water Taxi.
- The Transition Team Members asked if the Transition Team needed a Treasurer or, would COG be willing to be the Fiduciary Agent for the entire transition for the next year. J. Butler said that he thought that would be alright but wished to seek approval from his board at their upcoming meeting. He will let the Team know of their decision

3. Water Taxi- funding and possibilities & role of Council of Governments

- The Steering Committee has submitted an application to the Navy to acquire two Launch type vessels similar to the Liberty loaned to the TRHP last season by

Mystic Seaport. The boats are in excellent condition, seat 35 to 40 people and come with canopies with roll down sides equipped with transparent windows.

- M. Galbraith worked closely with Mark Jalbert and Henry Collins on a detailed plan of action and budget.
- The City of Groton would own the boats but turn them over to another entity– which could be the new nonprofit – as soon as possible.
- The Legislature provided funding for the TRHP of \$100,000each year in the FY16-17 Biennial Budget.
- Urban Act Bond request- status update: The Urban Action grant was submitted to OPM on July 17 in the amount of \$755,590 to pay for a signage plan, phase I signs, transportation infrastructure, an app and seed funding for the new nonprofit.
- Other Grant Applications are pending.

### **C. Election of officers**

Chair

MM: P. Parsekian - Nominate Chris Cox to be Chair

MS: D. Donovan

Vote: All in favor, No opposition, No abstentions

Secretary

MM: J. Butler - Nominate Pamela Adams to be Secretary

MS: B. Eugenides

Vote: All in favor, No opposition, No abstention

### **D. Selection of Committee Members/Chairs & Distribution of Tasks – C. Cox**

**\*\*\*\* Each Committee Chair shall, by the next meeting, provide timelines/delivery dates for each task, to the extent possible. This is necessary so that the Organization Committee can develop a realistic timeline and, the TT Chair can track the progress.\*\*\*\***

#### **1. Organization Committee – Chair: Juliet Hodge, Members: Kristin Clark, Richard Grahn**

- a) Develop a timeline of less than one year, tasks, and name associated with each task
- b) Create working name for the new non-profit
- c) Locate and secure office space
- d) Draft scope of work

#### **2. Governance Committee – Chair: Joe Selinger, Members: Richard Grahn, Penny Parsekian, James Butler, Ellen Cummings, Deborah Donovan**

- a) Draft bylaws
- b) Select the founding board of directors

- c) Prepare mission and vision statements for the nonprofit (vs. park) and strategic plan
- d) Secure non-profit status for new entity
- e) Establish standing committees and roles and responsibilities for each

**3. Finance Committee – Chair: Chris Cox. Members: Brent Eugenides, Penny Newbury, Kristin Clarke, Deborah Donovan-will assist**

- a) Secure an interim fiduciary agent
- b) Create a fundraising plan, including funding sources and target amounts, and initiate fundraising
- c) Create operating budget and capital budgets
- d) Set up bookkeeping system to track grants & report financials

**4. Communications & Programming Committee – Chair: Penny Parsekian, Members: Deborah Donovan, Ellen Cummings, Laura Nadelberg, Penny Newbury, Chris Cox (assist) (DEEP assist).**

- a) Communicate progress to stakeholders and with the press
- b) Create marketing plan
- c) Oversee website and social media
- d) Bring together historic sites within the park to meet with the Yale Urban Design Workshop and initiate/foster collaboration

**5. Water Taxi Planning and Operations – Chair: Marian Galbraith, Members: Bob Ross, James Butler, Carl Lahti (Technical operation), Henry Alves (DEEP assist)**

- a) Explore possible boat leasing and operation for later this summer
- b) Explore partnerships for next summer, including who will own the boat, operate & market it
- c) Oversee purchase, transport & fitting out of the two donated boats

**E. Summer 2015 “Keep the Momentum Going” Event – C. Cox**

R. Ross suggested dovetailing the TRHP Event into the CT Maritime Heritage Festival which will be held September 9-12, 2015. The Team agreed that would be a good idea.

**F. Meeting schedule – C. Cox**

The Team agreed to hold meetings on the 4<sup>th</sup> Wednesday of the month beginning at 8:00AM.

Secretary Adams will send out meeting Schedule for the next few meetings.

**G. Adjourn – C. Cox adjourned meeting at 6:10PM. (1810)**

Respectfully submitted,  
Pamela Aey Adams, Secretary

**\*\*\*\*NEXT MEETING: The next meeting will be held at Fort Trumbull Conference Center, 90**

**Walbach Street, New London @ 8:00AM (0800) on 26 August 2015.\*\*\***