

MINUTES

**ECONOMIC DEVELOPMENT COMMISSION
MADDEN ROOM
SOUTH WINDSOR TOWN HALL**

**REGULAR MEETING
WEDNESDAY, May 25, 2016
TIME: 7:30 P.M.**

PRESENT: Chairperson Paul Burnham, Joseph Kennedy, James Murray, William Jodice, Alternate David Marsh, Dwight Johnson, Wayne Kilburn, Edwina Futtner, Susan Burnham, Louise Neary, Alternate David Starr, Linda Jeski

ABSENT: Alternate John Mitchell and Alternate Cindy Beaulieu

- 1. Call Meeting to Order:** Chairperson Paul Burnham called the meeting to order at 7:30pm
- 2. Roll Call:** Commissioner S. Burnham introduced the above-mentioned members.
- 3. Public Participation:** None
- 4. Approval of Minutes**

Minutes from Regular Meeting on 4/27/2016: A **motion** was made by Commissioner Jeski and **seconded** by Commissioner Neary to approve the minutes of April 27, 2016 with the following corrections:

- Item 3. Other Business, second bullet should read: '...no new information...'
- Item 3. Other Business, fourth bullet should read: '...on Clark Street...'
- Item 3. Other Business, eighth bullet should read: '...coming for old Franklin Distributors building at...'
- Item 6. Old Business, first paragraph should read: '...shared a two page handout...'
- Item 6. Old Business, twelfth paragraph should read: '...Chairperson P. Burnham stated that...'
- Item 9. Communications and Remarks, first bullet should read: '...9' of topsoil...'
- Item 10. General Discussion, third paragraph should read: '...raised over \$165,000...'

Motion was unanimously approved. Motion passed.

5. Old Business

Sub-committee report regarding website updates: Commissioner Marsh and Chairperson P. Burnham met with Drew Guild from IT to find out costs for developing the website. Town Manager Matt Galligan stated that, currently, there is no money for a new website but that improvements could be made to the current website. Chairperson P. Burnham will check with the Finance Department to find out if the commission has a budget and what the amount is.

Commissioner Marsh learned that the police department is one town department that has a new format website that the commission could adopt and have done within 6 weeks. This site is done by an outside vendor and certain changes/improvements will be able to be done in a shorter time frame. If money for an outside vendor is unavailable in the new budget year, the existing the website could be used but there would be limitations because it would affect all other town sites.

In the meantime, a reference guide to the application process and a link to CERC SiteFinder could be added to the current site to start updating content. Drew could add the links for available South Windsor properties and buildings by accessing CERC SiteFinder.

Commissioner Kennedy asked which version will be implemented and Commissioner Marsh responded that it depends on the amount of or lack of financing the commission is given. Commissioners discussed the list of businesses that Town Council liaison Carolyn Mirek shared at the last meeting.

Chairperson P. Burnham could ask CERC to attend to receive suggestions for the commission's website. He will also ask IT and the police department for information about ransomware.

Commissioner Kilburn would like more solid information on the EDC's budget.

Commissioner Futtner asked what is going on at Commissioner Mitchell's property.

Chairperson P. Burnham stated that the sand is being used to build up the land behind LL Bean before construction of a new building.

6. Committee Report

Discover South Windsor: Commissioner S. Burnham asked Peter DeMallie about the group but a meeting hasn't been scheduled.

7. New Business

Create a Mission Statement for the Economic Development Commission: Chairperson P. Burnham read a few of the documents available on the town's website. Commissioner S. Burnham asked for copies of the documents to be able to review in order to make suggestions. Chairperson P. Burnham informed the commission that the documents are available online but will ask Donna Thompson to email them to the commissioners. Commissioner Kilburn suggested researching the mission statements of other towns to get ideas. Discussion will be continued at the next EDC meeting.

8. Communications and Remarks

Report from Paul Burnham, Chairperson:

- Met with Shawn Jacobaccio of John Fitch Distilling on Glendale Road and learned that the land will be readied next week. The tasting room will have a wood cabin feel and the second building will house barrels of whiskey to be sent out to restaurants. Mr. Jacobaccio wants to be open by October 2016. A retention pond will be built on the property in the front and a concrete wall built alongside it.
- Land for the brewery, across from Battiston's Cleaners, has been cleared by Marilyn Dzen's son.

- Unable to reach the principle of Staybridge Suites.
- On Tuesday, June 14th from 5-7 pm the Chamber's Business After Hours will be held at the Brookdale South Windsor. RSVP to the Chamber.

Commissioner Neary stated that she attended the ribbon cutting for Integrated Rehabilitation Services on Thursday, May 12th.

- Visited Quality Deburring Inc. on Chapel Road next to the drive-in. It is a business with state of the art machines.

9. General Discussion

Next Meeting is scheduled for June 22, 2016 at 7:30 p.m. in the Madden Room. Commission members discussed the opening of Bear's Express at 454 Ellington Road. They are focused on take-out and do not have seating available on site.

10. Adjournment

A **motion** was made by Commissioner Futtner and **seconded** by Commissioner Kilburn to adjourn at 8:31p.m. and was *unanimously approved. Motion passed.*

Respectfully submitted,
Catherine Potter
Clerk

Approved with corrections: June 22, 2016