

MINUTES

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

**REGULAR MEETING
WEDNESDAY, June 22, 2016
TIME: 7:30 P.M.**

PRESENT: Chairperson Paul Burnham, James Murray, Joseph Kennedy, Susan Burnham, Edwina Futtner, Dwight Johnson, Alternate David Marsh (sat for Louise Neary), William Jodice, Alternate John Mitchell (arrived at 7:36pm and sat for Wayne Kilburn)

ABSENT: Louise Neary, Wayne Kilburn, Alternate David Starr, Linda Jeski, Alternate Cindy Beaulieu

- 1. Call Meeting to Order:** Chairperson Paul Burnham called the meeting to order at 7:30p.m.
- 2. Roll Call:** The above-mentioned members were introduced.
- 3. Public Participation:**

A **motion** was made by Commissioner S. Burnham and **seconded** by Commissioner Murray to add a presentation by Kevin Jodice, of PDS Engineering and Construction, for Eagle Tissue, 70 Bidwell Street between Revolutions and Nomads and was *unanimously approved. Motion passed.* The project at Eagle tissue is a 6,000 sq. ft. addition for storage and for trucks. The exterior of the addition will match the existing exterior and there will be an overhead door for trucks and a pass-through door opening into the existing building. The roof will be standing seam. Commissioner Murray asked about the total cost of the project and Mr. Jodice estimates it to be at about \$450,000. There will also be one new employee added to the dozen currently employed. Eagle Tissue decorates plain tissue paper and it's then sent to retail stores for wrapping clothes. The Eagle Tissue is currently listed as a CT business but the approval of the addition and tax abatement is key to moving it to CT. The imprinting business has been here in CT for 20 years. They applied for a 7-year tax abatement but Chairperson P. Burnham has not seen any of the paperwork and is unsure of the percentage requested. If approved, the owner can eliminate the building in MA and use new addition of the building for storage.

4. Approval of Minutes

Minutes from Regular Meeting on 5/25/2016

A **motion** was made by Commissioner S. Burnham and **seconded** by Commissioner Kennedy to approve the minutes of May 25, 2016 with the following corrections:

- Roll Call:
 - Commissioner James Murray and Alternate Commissioner John Mitchell's names should be corrected.
 - Town Council liaison Carolyn Mirek should be added to the list of those absent.
 - Add ', ' after Commissioner Neary's name.
- Pg. 3, Communications and Remarks should read: '...on Chapel Road next to drive-in.'
- Pg. 2, Old Business should read: 'If money for an outside vendor is unavailable in the new budget year, the existing website could be used but there would be limitations because it would affect all other town sites.'

The motion was approved by majority. Motion passed. Commissioner Mitchell abstained.

5. Old Business

Sub-committee report regarding website updates: Commissioner Marsh did not send the details for an additional page for CERC SiteFinder to the IT department.

Discuss suggestions for Mission Statement: Commission members discussed ideas for mission statement. The following suggestions were made:

- Commissioner Kennedy: **A**batements, **B**usiness Friendly, **C**aring community.
- Commissioner Johnson: Organize your thoughts around your dreams and your dreams will come true in South Windsor.
- Commissioner Murray: Come grow with us.
- Commissioner Marsh suggests using a list of words with more in depth information available below them on the website.

Chairperson P. Burnham suggested forming a subcommittee to develop the mission statement and asked for volunteers. Commissioners Marsh, Futtner, and Mitchell will work together and report back to the commission with a draft mission statement at September's meeting.

Commissioner S. Burnham expressed the desire to have the contact information for the chairperson listed on the website. Chairperson P. Burnham explained that he directs businesses to meet with Michele Lipe, who informs them of different applications/commissions they need to gain approval, but is willing to have his contact information included too.

6. Committee Report

Discover South Windsor: Commissioner S. Burnham met with Peter DeMallie who announced that the Chamber is in the process of hiring an executive director. A candidate has been selected and the Chamber is waiting to hear if she will accept the package they've offered. Committee meetings, such as Discover South Windsor, will then become part of her responsibilities. The EDC will wait to see what happens with the committee but they may have to step in to see how to revitalize the current committee.

7. New Business: None.

8. Communications and Remarks

Report from Paul Burnham, Chairperson: Chairperson, P. Burnham gave the following updates:

- Commissioner Neary will run July's meeting

- Has been in contact with CERC, could ask representative to attend September meeting
- Commissioner Neary attended the Chamber's Business After Hours event at Brookdale South Windsor
- The EDC 2015-2016 budget is \$3,000 of which \$2,270 has been spent on paying the clerk and for attendance at Chamber events. There is approximately \$730 left in this year's budget. In the 2016-2017 town budget, an additional EDC line item budget amount of \$14,000 is earmarked to be spent on office supplies and the remaining \$12,000 on professional fees & memberships. Town Manager Galligan stated that the money had been part of his budget but was made a separate line item to primarily pay for memberships and cannot be used to pay for a new website.
- Will be reaching out to business organizations to see if they'd be willing to donate money to pay for a new website in exchange for some type of recognition on the site. Commissioner Marsh asked if State grants could be explored and Chairperson P. Burnham will check with CERC to find out if there are any grants but doesn't think that it is likely that the State has money available.
- Ransomware information-will check with Scott Andrusis to find out if a speaker on the topic can make a presentation to the EDC in the near future.
- Informed commission that more tax abatement presentations will be coming in the future.
- Please let Commissioner Neary know if you won't be attending July's meeting or send email to Chairperson P. Burnham.

Commissioner Marsh asked for tax abatement application information to be available when presentations are made in order to more fully evaluate whether the tax abatement will result in a favorable outcome for the town. Chairperson P. Burnham explained that the tax abatement application lists all of the information including recommendations from the town manager. He will make sure that the application and any recommendations are included in the agenda packet when applicants make presentations to the commission.

9. General Discussion

Next Meeting is scheduled for July 27, 2016 at 7:30 p.m. in the Madden Room.

10. Adjournment

A motion was made by Commissioner Jodice and seconded by Commissioner Kennedy to adjourn at 8:36pm and was unanimously approved. Motion passed.

Respectfully submitted,

Catherine Potter
Clerk

Approved with corrections: July 27, 2016