

## MINUTES

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

**REGULAR MEETING  
WEDNESDAY, October 25, 2017  
TIME: 7:30 P.M.**

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**PRESENT:** Chairperson Paul Burnham, James Murray, Joseph Kennedy, Susan Burnham, Edwina Futtner, Linda Jeski, Dwight Johnson, William Jodice, Alternate John Mitchell (arr. at 7:35pm)

**ABSENT:** Wayne Kilburn, Louise Neary, Alternate Shaliesh Verma, Alternate David Marsh, Alternate David Starr

**ALSO PRESENT:** Cindy Beaulieu, Town Council liaison

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. **Presentation:** None.
4. **Public Participation:** None.

**5. Approval of Minutes:**

**Minutes from Regular Meeting on 9/27/2017:**

A ***motion*** was made by Commissioner S. Burnham and ***seconded*** by Commissioner Jodice to approve the minutes of September 27 with the following corrections:

- p. 2. Item 3.b.i. Change Nutmeg 'Lane' to 'Road'
- p.3. Item 3.b.ii. Should read '...towns are South Windsor competing...'
- p. 3. Item 9. Should read "...shared a certificate he..."

The motion was ***unanimously approved. Motion passed.***

**6. Old Business:**

**Update regarding mayor.tv website:** Chairperson P. Burnham shared that Town Manager Matt Galligan is working with the script writer, and once approved, a photographer will be here (accompanied by someone from I.T.) taking pictures around town. The Chamber has been asked for a list of businesses willing to speak on camera. Mr. Galligan will do the opening statement welcoming people and businesses to town. Scripts should be finalized and the filming crew should have visited by the next meeting on November 15.

**Reviewing Commercial/Industrial Developers Guide and About the Town Draft: "One Town, One Future"**  
Commission members reviewed the document page by page for suggested changes/additions.

P.1: Commissioner S. Burnham suggested that the photo of St. Francis Church should be removed and that photos shouldn't focus on any religious groups unless all groups are represented. Commissioner Mitchell stated that two churches have merged and that St. Francis now has a new name and that the photo could remain to highlight buildings of architectural interest. He suggests that instead of "Best Places to Live 2011" that the date could be removed but Commissioner Jeski believes it would be misleading to remove the date. Chairperson P. Burnham would like to include updated photos such as the signs stating "Welcome to South Windsor" as well as adding more business photos. Commissioner Jeski suggests focusing on photos that will draw in businesses. Chairperson P. Burnham suggests letting Michele Lipe and I.T. decide on which photos to include in the document.

P. 2: Commissioner S. Burnham suggests updating the population information, if possible, and reword the "Town Organization" paragraph. Commissioner Mitchell suggests stating that there is a Town Council/Town Manager form of government.

P. 3: Commissioner S. Burnham suggests updating the grand list information with 2017 information.

p. 4: A suggestions to change "...shores of the Podunk River" to "...banks..."

p. 5: A suggestion regarding the expansion is to include 'upscale' apartments and to remove sq. footage calculations.

p. 6: Commissioner S. Burnham suggests updated population figures and asked what "selected geography" means. She also notes that the income data is different than that on page 3 and possibly a duplication of the information on other pages.

p. 7: Commissioner S. Burnham notes that the housing information needs to match that on p. 3 and that it is possibly duplication information.

p. 10: A suggestion to add distribution center/facility to the list of businesses that are sought after. A suggestion to add the tax abatement form at the end of the packet, or after page 12, instead of including the form that is currently there.

Chairperson P. Burnham shared that Town Planner Michelle Lipe will be here at the November meeting to review the draft with the suggested changes. He will ask her to mail to everyone the new draft document.

7. **Committee Report:** None.

8. **New Business:** Commissioner Starr could not attend tonight's meeting but wrote an explanation of the Quantum BioPower facility. Councilperson Beaulieu believes that the technology sounds like a good idea and shared that a presentation will be made before the Council. Chairperson P. Burnham will see where the Town Manager and Town Council is on this subject. Chairperson Burnham asked Commissioner Starr to attend a meeting in January or February. Commissioner Mitchell asked if there are any other sites using this process to generate energy.

9. **Communications and Remarks:**

**Report from Paul Burnham, Chairperson:**

Chairperson P. Burnham will check with Assessor's Office to find out how many businesses have come to town since January 2017 to begin creating a list of businesses to visit/contact. He will ask Donna Thompson to send out an email once the data has been discovered. Depending on the number of businesses that have come to South Windsor over the course of this year, the commission may decide to wait until January 2018 to start reaching out to new businesses. A discussion on how to proceed will take place at a future meeting. This could be a joint effort between the EDC and the Chamber. Commissioner Futtner will reach out to the Assessor's Office to find out the number of business that moved to South Windsor in 2017.

Chairperson P. Burnham sent letters of support to the Zoning Board of Appeals. The variance for Carla's Pasta was approved and he received a note from Carla thanking the EDC for their support. Carla has extended an invitation to their Open House and details will be sent out by Donna Thompson.

10. **General Discussion:**

Next Meeting is scheduled for November 15, 2017 at 7:30p.m. in the Sprenkel Room.

11. **Adjournment:**

A **motion** was made by Commissioner Futtner and **seconded** by Commissioner S. Burnham to adjourn at 8:48p.m and was **unanimously approved. Motion passed.**

Respectfully submitted,  
Catherine Potter  
Clerk

**Approved with corrections: November 15, 2017**