

MINUTES

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

**REGULAR MEETING
Wednesday, June 28, 2017
TIME: 7:30 P.M.**

PRESENT: Chairperson Paul Burnham, Louise Neary, James Murray, Alternate David Marsh (sat for Linda Jeski), Joseph Kennedy, Edwina Futtner, Susan Burnham, Dwight Johnson, William Jodice (arr. 7:33p.m.)

ABSENT: Alternate John Mitchell, Alternate David Starr, Linda Jeski, Wayne Kilburn, Alternate Shaliesh Verma

ALSO PRESENT: Director of Planning Michele Lipe

- 1. Call Meeting to Order:** Chairperson P. Burnham called the meeting to order at 7:31p.m.
- 2. Roll Call:** The above-mentioned members were introduced.
- 3. Public Participation:** None.
- 4. Approval of Minutes:**

Minutes from Regular Meeting on 05/24/2017: A **motion** was made by Commissioner S. Burnham and **seconded** by Commissioner Neary to approve the minutes of May 24, 2017 and was *approved by majority. Motion passed.* Chairperson P. Burnham abstained.

5. Old Business

- a. Update regarding mayor.tv website: Chairperson P. Burnham met with Town Manager Matt Galligan who will be signing the contract once it's been reviewed by the town attorney.
- b. Michele Lipe-Reviewing Commercial/Industrial Developers Guide and About the Town Draft: Chairperson P. Burnham reviewed the suggested changes to the developer's guide, as marked in red, with the commission. EDC information is included in the document. Commissioner Neary asked if information could be included for businesses moving into existing spaces. Ms. Lipe responded that it could be included within the current document or in a separate document.
Ms. Lipe contacted the Chamber to find out how they reach out to new businesses and discovered that there is no central database of businesses in town. Commissioner Neary commented that the State has a list of the businesses. Ms. Lipe stated that the town does have some information on businesses, such as home occupation. Commissioner Marsh reminded the commission that a comprehensive list is available through a library database. Commissioner Murray stated that some information is available from the tax collector. Chairperson P. Burnham would like the UCONN intern to cull and update the business lists and develop an up to date list. Ms. Lipe stated that her department gives the development guide out to anyone coming in to town hall who is looking for business information. The guide is also on the EDC section of the website. Chairperson P. Burnham suggests giving them to the Town Manager's office. CERC and recent US Census data was used to update the guide. Color photos could be included and additional information of interest such as the new schools. The guides could be printed in color on a regular basis. Commissioner Marsh suggests including the information that was presented by CERC in January. Ms. Lipe will add a resource page to the guide.

Commissioner Neary will take updated photos and send them to Commissioner Marsh. Chairperson P. Burnham suggests adding information on State programs that assist businesses and Commissioner Marsh asked if steps to file an abatement application should be included in the guide. Ms. Lipe stated that they could be removed and Chairperson P. Burnham suggests that businesses could then contact the Planning office for more information. Commissioner Marsh questioned whether the tax abatement process should be 'the' program or could info be included to highlight other resources/programs available in town, such as town investments in certain areas of improvements or other ways the town can entice businesses to town (incentives). He suggests removing the abatement application from the main developers guide and directing interested developers to a separate guide. Chairperson P. Burnham requested Ms. Lipe to attend the October meeting to go over the commission's suggestions and Commissioner Marsh volunteered to compile suggestions/changes/pictures.

- c. Michele Lipe-Update on Economic Development Projects: Ms. Lipe reviewed projects in town and began with those that are currently under construction:
- Evergreen Apartments was issued their CO on the 4th building and they are getting ready to build the 5th building.
 - Cambria Suites is moving dirt from their site to behind LA Fitness.
 - Scott Leonard pulled building permits for both pads at 1 Buckland Road.
 - Carla's Pasta has put down dirt for their 150,000-sq. ft. expansion but the dirt isn't settling the way it should and they may need to construct a slab before beginning construction.
 - South Windsor Woods, condominium development, is having trouble selling their single-family units and would like to increase the number of bedrooms from 3 to 4 in their detached units.
 - 150 Sullivan Ave/Rye Street has been cleared and rezoned to general commercial. They are looking for tenants.
 - Oakland Road apartments will have a total of 78 one and two bedroom units, 20% of them will be affordable housing. This will bring the total number of affordable housing units in town to the allowable threshold and will now allow for a 4-year reprieve from this type of housing.
 - Vision Salon and Spa has been sold and will now house doctor offices.

Ms. Lipe followed up with recently approved projects:

- ALDI's expansion
- Toll Brothers housing development for 43 homes on 1/2 acre lots
- Airborne Elite-cheerleading, tumbling in old Hi-G building
- Mike & Tony's Auto on Rte. 5
- Empire Auto Wholesale
- CT Brewery-signed off on CO

- Town is purchasing sledding hill property and reviewing others (Kelly property) development rights on Main Street and Barber Hill Road.

Under design:

- Evergreen Crossing-independent living apartments with dining but no medical care. Gained approval for the concept to be located behind Old Navy and will be coming for approval in the fall. Rent will be about \$3,000 per month and includes a la carte services.
- School House Road project-14 single family homes.

Regulation changes:

- Eliminate casinos in I-291 and Buckland area
- Allowed new bonus for impervious coverage, now allowing lower impervious, but encouraging sites with pervious pavement to increase to 30% greenspace.

Added allowance for staff, at commission's direction, to approve small changes/additions to application approvals.

Commission was approached for a winery.

Mass transit district committee held 2 seminars promoting bus ridership, making changes to route and Fast-Track East heading out to UCONN.

6. Committee Report:

- a. Discover South Windsor-Report from Louise Neary and Sue Burnham: Chairperson P. Burnham asked commissioners if the item should be removed from the agenda. Commissioner Neary agrees and Commissioner S. Burnham stated that it's been taken over by the Chamber. Commissioner Kennedy suggests asking the Chamber President to attend meetings a few times a year to provide updates. Chairperson P. Burnham will reach out to see if she can attend the September meeting to give an update on Discover South Windsor and Chamber activities (will also check with her for input). Item will no longer be included on the agenda

7. New Business

- a. CERC Site Finder: Chairperson P. Burnham spoke with the Town Manager and he will take money out after July 1 to pay for CERC membership, properties can then be included on the CERC site, which promotes sites internationally. Commissioner Marsh stated that links will be put on the EDC site to CERC Finder, custom links cannot be created (as was previously a capability). A CERC employee will work with town to create South Windsor specific search results once the subscription has been purchased. Chairperson P. Burnham will need to reach out to realty and

brokerage firms so that CERC can highlight their properties each month. The town has development relationships with realtors and brokers so they might be willing to share their properties. Commissioner Marsh only found 22 sites currently listed on CERC but believes there are more.

8. Communications and Remarks

a. Report from Paul Burnham, Chairperson:

All-Phase building had a company interested in locating there and Ken-Lin still hasn't moved forward with their project outside of South Windsor. They are still looking for an existing building or a lot and he has told them to reach out to Peter DeMallie.

Chairperson P. Burnham gave commissioners a homework assignment. A Vernon company is interested in moving to South Windsor and they are looking for an existing 40,000 sq. ft. building. If commissioners hear of or come across a building that meet their requirements, let Chairperson P. Burnham or the Town Manager know.

Chairperson P. Burnham met with the Town Manager about the studio project. They are hiring a 3rd party regarding issues about the building, the Maz-Tech building, which will be razed, and a new building will be built in 2 phases. It will be a 1 year until it is operational.

Council members asked at a recent meeting for information about the abatement program, the status of existing abatements and a schedule of expirations.

The Town, as well as surrounding towns, will be receiving money from the casino in East Windsor. The amount is estimated to be \$750,000 per year, due to traffic and other impacts, and the town would like to spend some of the money towards economic development.

The Council is interested in the UCONN intern project and will move forward after the new budget year and hopefully it is not too late to set it up for the upcoming academic year.

9. General Discussion

a. Next meeting is scheduled for July 26, 2017 at 7:30 p.m. in the Madden Room.

Chairperson P. Burnham will let the commission know if the meeting will be held in July since he will be on vacation.

10. Adjournment

A **motion** was made by Commissioner Futtner and **seconded** by Commissioner Neary to adjourn at 9:04p.m. and was *unanimously approved. Motion passed.*

Respectfully submitted,

Catherine Potter

Clerk

Approved with corrections: September 27, 2017