

MINUTES

ECONOMIC DEVELOPMENT COMMISSION
MADDEN ROOM
SOUTH WINDSOR TOWN HALL

REGULAR MEETING
WEDNESDAY, NOVEMBER 15, 2017
TIME: 7:30 P.M.

PRESENT: Chairperson Paul Burnham, James Murray, Alternate David Marsh (sat for Dwight Johnson), Joseph Kennedy, Louise Neary, Linda Jeski, Alternate David Starr (sat for William Jodice), Alternate Shaliesh Verma (arr. at 7:35p.m. and sat for Wayne Kilburn), Edwina Futtner (arr. at 8:22pm)

ABSENT: Susan Burnham, William Jodice, Dwight Johnson, Wayne Kilburn, and Alternate John Mitchell

ALSO PRESENT: Michele Lipe, Town Planner

1. **Call Meeting to Order:** Chairperson Paul Burnham called the meeting to order at 7:30 p.m.
2. **Roll Call:** The above-mentioned members were introduced.
3. **Presentation:** None.
4. **Public Participation:** None.

A **motion** was made by Commissioner Kennedy and **seconded** by Commissioner Jeski to move ahead to Item 6 and was ***unanimously approved. Motion passed.***

5. **Approval of Minutes:**

a. **Minutes from Regular Meeting on 10/25/2017:**

A **motion** was made by Commissioner Jeski and **seconded** by Commissioner Murray to approve the minutes of October 25, 2017 with the following corrections:

Item 6. P. 2 Add 'of' between duplication and information in the comments for p.7 of the Developer's Guide

Item 8. Chairperson Burnham doesn't remember inviting Quantum to do a presentation at the January meeting but he can see where the Town Manager and Council is on this subject. Chairperson Burnham asked Commissioner Starr to attend a meeting in January or February.

The minutes were approved by majority. Commissioners Marsh, Verma and Starr abstained. Motion passed.

6. **Old Business:**

a. **Michele Lipe-Reviewing Commercial/Industrial Developers Guide and About the Town Draft:**

Chairperson P. Burnham informed commission members that he met with Ms. Lipe about the suggestions that the commissioners made at October's meeting. Ms. Lipe then shared that the front of the brochure will be changed and has asked the Chamber for photos and will also look at what IT has in its archives. Ms. Lipe stated that all the data included in the document is the most currently available. Commissioner Starr suggests adding information about the new elementary school. Commissioner Neary suggests adding photos of restaurants to page 6 and adding text to the backside of the front cover to indicate that it is intentionally blank. Commissioner Starr suggests adding Aldi to the list of distribution centers and Chairperson P. Burnham suggests adding information about other projects that are currently underway such as Carla's Pasta. Ms.

Lipe will move the section on the regulatory process further down, closer to the abatement information. Commissioner Starr asked about the reference to attached examples on page 15 and Ms. Lipe will remove it since there aren't any. Commissioner Murray suggests including examples of the types of businesses that would meet the zoning requirements of the currently available properties. Ms. Lipe will craft a paragraph about the types of businesses that would be desirable for the town. Commissioner Marsh suggests adding a reference to Route 2 on the map. Ms. Lipe suggests adding information about the Economic Development Commission on the back of the cover and Chairperson P. Burnham suggests including Ms. Lipe and the Town Manager's contact information. Commissioner Starr suggests some edits to page 3: removing 'however' from the first paragraph and changing the last line to read "...officer at the pleasure of...". Commissioner Verma suggests adding more information regarding entertainment opportunities. Chairperson P. Burnham suggests including a link to www.DiscoverSouthWindsor.com for readers to research dining and entertainment options. Commissioner Starr suggests also including sporting options. Chairperson P. Burnham will send out the next draft of the document to commissioners and invited them to email Ms. Lipe directly with suggested changes.

Ms. Lipe then shared information about projects:

- There is a hearing on December 12th for Evergreen Crossing, an independent living facility with apartments to be located near Old Navy. Apartments cost \$3,000 per month which include meals. The development company is from Nebraska.
- Hotel has permits, looking for contractors
- Nothing has been submitted regarding Geissler's expansion.
- The building at 13 John Fitch Blvd is being leased by Carvana, an online car lease hub.
- Aldi's addition is underway
- Toll Brothers putting their road in

Commissioner Neary commented that she attended a recent Planning and Zoning meeting and spoke in favor of the application for Carla's Pasta.

- b. **Update regarding mayor.tv website:** The Town Manager met with the photographer and accompanied him/her while pictures were taken. These will be combined with the script and then approved by Mr. Galligan. The draft of the final product will then be submitted for approval by Mr. Galligan and once approved, will be moved forward to getting it finalized and posted to website. Chairperson Burnham thinks it will be up by January 1, 2018.
7. **Committee Report:** None.
 8. **New Business:**
 - a. **2018 Meeting Schedule:**

A **motion** was made by Commissioner Neary and **seconded** by Commissioner Jeski to approve the 2018 Meeting Schedule and was **unanimously approved. Motion passed.**
 - b. **Election of Chairperson, Vice Chairperson and Secretary for a 2-year term:**

A **motion** was made by Chairperson P. Burnham and **seconded** by Commissioner Jeski to table the election to the January meeting and was ***unanimously approved. Motion passed.***

Chairperson P. Burnham stated that his term ends at the end of November. He suggests reviewing the bylaws and Commissioner Jeski suggests adding the formation of a committee to review them to the January agenda.

9. Communications and Remarks:

- a. **Report from Paul Burnham, Chairperson:** Commissioner Futtner gave Chairperson P. Burnham a list of businesses that came to town in 2017, but the list doesn't have the owner's names and is quite extensive. Chairperson P. Burnham suggests waiting until 2018 to start recognizing new businesses with certificates. Commissioner Futtner got list of businesses from the Assessor's Office and Chairperson P. Burnham would like to share the list with the Chamber so that they can solicit for new membership. The certificates will be placed in economical frames for businesses to display. Chairperson P. Burnham shared an invitation to attend the ground breaking for Carla's Pasta on Friday, November 17 at 4:30pm followed by a reception although the RSVP was November 9. Chairperson P. Burnham informed Carla's Pasta that additional members of the EDC may be attending. Commissioner Kennedy suggests requesting a tour of the new facility once it's finished. Chairperson P. Burnham expressed his pleasure in serving as the Chair for the last 2 years and is pleased with the forward momentum. He will be meeting with the Town Manager soon and will connect the new Chair with him to continue the open lines of communication. Chairperson P. Burnham shared that an abatement application will be submitted soon and that there are other businesses interested in growing in South Windsor, so more applications may be put forth.

10. General Discussion:

- a. **Next Meeting is scheduled for January 24, 2018 at 7:30 p.m. in the Madden Room:** Commissioner Futtner expressed her thanks and appreciation for Chairman P. Burnham's service.

11. Adjournment:

A **motion** was made by Commissioner Jeski and **seconded** by Commissioner Marsh to adjourn at 9:02p.m. and was ***unanimously approved. Motion passed.***

Respectfully submitted,
Catherine Potter
Clerk

Approved as amended: January 24, 2018