

MINUTES

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

**REGULAR MEETING
WEDNESDAY, January 24, 2018
TIME: 7:30 P.M.**

PRESENT: Chairperson Paul Burnham, James Murray, David Marsh, Susan Burnham, Joseph Kennedy, Alternate David Starr (sat for Louise Neary), Linda Jeski, William Jodice, Wayne Kilburn, John Mitchell (arr. 7:38pm and sat for Edwina Futtner), Alternate Shailesh Verma (arr. 7:36pm)

ABSENT: Louise Neary and Edwina Futtner

ALSO PRESENT: Town Council Liaison Dr. M. Saud Anwar

1. **Call Meeting to Order:** Chairperson P. Burnham called the meeting to order at 7:30p.m.
2. **Roll Call:** The above-mentioned members were introduced.
3. **Public Participation:** Dr. Anwar thanked members for volunteering to serve on commissions and boards.
A **motion** was made by Commissioner S. Burnham and **seconded** by Commissioner Kennedy to move Item 8 to before Item 4 and was ***unanimously approved. Motion passed.***

4. **Approval of Minutes**

Minutes from Regular Meeting on 11/15/2017: A motion was made by Commissioner Jeski and seconded by Commissioner Jodice to approve the minutes of November 15, 2017 with the following correction:

Absent-Commissioner Futtner's name should be removed since it is noted that she arrived late. The motion passed by a majority. Commissioner S. Burnham and Commissioner Mitchell abstain.

5. **Old Business**

Update regarding mayor.tv website: Chairperson P. Burnham reported that the mayor.tv video is almost done, but there are still some changes that need to be made. Once the changes are made, Chairperson P. Burnham will ask Donna Thompson to send a link out to everyone to preview. A lot of businesses in town have expressed interest in participating.

6. **Committee Report:** None.

7. **New Business**

Election of Officers:

A **motion** was made by Commissioner Jeski and **seconded** by Commissioner Kennedy to nominate David Marsh as Chairperson and was ***unanimously approved. Motion passed.***

A **motion** was made by Commissioner Kennedy and **seconded** by Commissioner S. Burnham to nominate Paul Burnham as Vice Chairperson and was ***unanimously approved. Motion passed.***

A **motion** was made by Commissioner Murray and **seconded** by Commissioner Kennedy to nominate Linda Jeski as Secretary and was ***unanimously approved. Motion passed.***

Commissioner S. Burnham thanked Paul Burnham for his time and effort as Chairperson over the last 2 years.

Review By-laws

Chairperson P. Burnham suggests forming a committee to review the by-laws. Chairperson P. Burnham will work with Commissioners Jeski and S. Burnham to review them. Commissioner S. Burnham suggests changing the deadline to notify Donna Thompson to 3pm under Item 9 and then notifying either the Chair or Vice-Chair by 7pm and including texting as a mode of communication. Chairperson P. Burnham stated that all suggestions will be reviewed and discussed at the March 28th meeting before any permanent changes are made.

8. Communications and Remarks

Report from Paul Burnham, Chairperson: Chairperson P. Burnham shared a few EDC accomplishments over the last few years.

Upcoming dates of importance:

- Wednesday, February 28th: Town Manager Matt Galligan may be attending the EDC meeting to propose abatement for the cheerleading facility on Route 5
- Monday, January 29th at 7pm: Roundtable discussion for town boards and commissions. Please notify Ashley if you plan on attending.
- Friday, March 2nd: Nominations for the Eugene Policelli Service Awards are due

Chairperson P. Burnham shared some economic development news:

- An intern will be working in the town manager's office for a three-month period. The intern will be reaching out to businesses in town to set up appointments to discuss their businesses and what the town can do to help them.
- The town manager will be proposing another abatement request in April
- The town manager met with Esteem Manufacturing owner, Dave Kostyk, who is interested in expanding his business in town. Esteem Manufacturing makes parts for the aircraft industry. He may be taking over a neighboring building and that occupant will move to the building formerly occupied by Hartford Equipment.
- The town manager will be attending the International Association of Shopping Centers held in Las Vegas in May and has already set up appointments with companies interested in South Windsor such as Costco.

- The town manager will also be attending a two-day seminar in Dallas with major banks to advance financing for South Windsor projects.
- Two new dining establishments, Flatbread Company and Red Heat Tavern, will be opening soon.
- The town council has approved a change in technology for the studio project. Financing has been secured and the PPA has been approved. The closing date is forthcoming and the fuel cell project will be moving forward on the former MasTech property.
- Guiseppina's Bakery wants to expand.
- Chairperson P. Burnham is reaching out to Costco's.
- An assisted living facility for Alzheimer's patients is being proposed for Buckland Road.
- Monroe Tractor is interested in building a facility on Kimberly Drive.

Commissioner Starr shared that Trader Joe's is going to be moving to the space formerly occupied by EMS in Manchester. Chairperson P. Burnham stated that Aldi may be building a store in South Windsor.

9. General Discussion

Next Meeting is scheduled for February 28, 2018 at 7:30 p.m. in the Madden Room.

Commissioner S. Burnham asked for more information about the roundtable discussion in town hall chambers. Dr. Anwar shared that there have been difficulties for commissions in getting a quorum for meetings and that there will be a review of the functions of the commissions in an effort to streamline and improve their functionality. Chairperson P. Burnham asked that anyone available to attend to let Ashley or Donna know and they will send an agenda. The meeting will take place at 7pm, on Monday night, January 29th in town council chambers. The meeting will be facilitated by Town Manager Matt Galligan.

Commissioner Jeski stated that previously, EDC members had received notice of ribbon cuttings for new businesses opening and asked if this can be sent by Donna Thompson or Kathy Brady from the Chamber. Chairperson P. Burnham will ask for quarterly updates from the Chamber.

Commissioner Verma asked about creating an EDC FB page to have a social media presence. Commissioner Marsh thanked everyone for the opportunity to serve as Chairperson and has already met with the town manager. The town manager already has a laundry list of things to discuss include communicating within the commission, cooperating with other commissions, and more. The town manager will be using interns to explore what can be done, including increasing the town's and commission's presence virtually, the impact of cyber security threats, and opportunities to discuss new topics of concern for businesses and not just tax abatements. The town manager's intern will be scheduling appointments for visiting businesses in town by Chairperson P. Burnham, Commissioner Starr and others who are interested. Information learned during these visits will be shared with the town manager and personal follow-up visits may then be set up.

The town manager has also suggested that the EDC host a business after hours here at town hall. Commissioner Marsh stated that although other towns have dedicated teams of full and part-time economic development staff members, Matt would like to energize the commission to bring businesses to town. He'd also like to set some priorities and show how much the commission can do on its own and highlight what it is missing out on without dedicated staff such as an EDC coordinator.

Commissioner Verma asked about the list of businesses was supposed to be sent out via email since he didn't receive it. Chairperson P. Burnham explained that the list that Commissioner Futtner had was from 2017 and wasn't tailored to the Commission's needs. Chairperson P. Burnham will ask for a list of businesses that have come to town in January 2018 and email it or share it at the February meeting. Once the new list is received Chairperson P. Burnham will review it and get the welcome certificates framed and given to any new businesses.

10. Adjournment

A **motion** was made by Commissioner S. Burnham and **seconded** by Commissioner Jeski to adjourn at 8:17pm and was ***unanimously approved. Motion passed.***

Respectfully submitted,
Catherine Potter
Clerk

Approved with corrections: February 28, 2018