

## MINUTES

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

**REGULAR MEETING  
WEDNESDAY, February 28, 2018  
TIME: 7:30 P.M.**

---

**PRESENT:** Chairperson David Marsh, Paul Burnham, James Murray, Alternate David Starr (sat for Louise Neary), Linda Jeski, Susan Burnham, Edwina Futtner, Joseph Kennedy, William Jodice, Shailesh Verma, and Alternate Victor Dorobantu

**ABSENT:** Alternate John Mitchell, Alternate Wayne Kilburn, Louise Neary

**ALSO PRESENT:** Town Council Liaison Mayor Dr. M. Saud Anwar and Deputy Mayor Andrew Paterna

- 1. Call Meeting to Order:** Chairperson Marsh called the meeting to order at 7:33p.m.
- 2. Roll Call:** The above-mentioned members were introduced by Commissioner Jeski.
- 3. Public Participation:** Two scouts from Troop 880, Kiernan and Clinton, introduced themselves and explained that they are working towards earning the communications merit badge. They will be writing about one of the conversation topics from tonight's meeting.
- 4. Approval of Minutes**

Minutes from Regular Meeting on 1/24/2018: A **motion** was made by Commissioner Kennedy and **seconded** by Commissioner Jodice with the following corrections:

Item 8. p. 3 correction of the spelling of MasTech

List of people seated for absent members should include their last names: ...sat for Louise Neary... and ...sat for Edwina Futtner...

Item 3. Should state: ...Item 8 to before Item 4...

Item 8. Under dates of importance should state: Town Manager Matt Galligan 'may' be attending the EDC meeting... and under economic news should state ....Guisepina's Bakery...

Item 9: p. 3 Last line should state ...follow-up visits...

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

## **5. Old Business**

Update regarding mayor.tv website: Commissioner Marsh had planned to show the current version of the video but without access to the projector it couldn't be shown tonight. The Town Manager sent some changes to the company but he hasn't heard back from them yet. Commissioner P. Burnham stated that the beginning of the video shows the Wapping School as a 'state of the art' school and that it should be changed to another school. He suggests asking Michele Lipe to attend an EDC meeting to provide an update on the booklet that she was working on. Chairperson Marsh will reach out to her and he hopes to show the video at the next meeting.

Review Bylaws: Commissioner P. Burnham plans to meet after tonight's meeting with fellow committee members Commissioners Jeski and S. Burnham.

Commissioner S. Burnham received clarification on the following items from the minutes:

- The new dining establishments will both be located at Evergreen Walk.
- The Town Manager is working with the Chamber on the timing for the business after-hours event at which the EDC and other board and commission members will be participating. The event will be held in Council chambers.

**6. Committee Report:** None.

**7. New Business:** Chairperson Marsh reported that the Town Manager will do a presentation on 2 facilities next month.

**8. Communications and Remarks**

Report from David Marsh, Chairperson:

- A few weeks ago, Chairperson Marsh met with the Town Manager about EDC issues. The Town Manager is supporting the drafting of a charter for the EDC and is having the intern gather information about other towns. He is interested in making the EDC a more formal part of the workflow in bringing businesses to town as well as providing feedback on ordinances and other issues. The conversations about elevating the role of the EDC are in the beginning stages and will be continuing.
- The primary role of the recent roundtable meeting was to understand how certain commissions can improve their attendance to ensure a quorum and increase their effectiveness. A discussion took place on how to better position South Windsor by using the boards and commissions. Some marketing strategies and the community survey were discussed. Commissioner Kennedy had suggested using a 50% rule instead of Roberts Rules of Order for emergency purposes only. It was suggested that it would be beneficial to advertise board and commission vacancies in the local papers and to target independent voters. Commissioner P. Burnham stated that application processes can be greatly slowed due to lack of quorums which could impact business retention and interest from new businesses. Commissioner Futtner stated that Donna Thompson makes a lot of calls to board members to ensure that commissions/boards have a quorum for upcoming meetings. Chairperson Marsh reported that the town is exploring better attendance reporting measures. Commissioner Futtner commented that it is tough to get people to volunteer. Commissioner Kennedy suggested that an increase in the number of alternates for some commissions such as ZBA could be helpful. Commissioner Jeski believes that changes would have to be made through the Town Charter. Commissioner Murray stated that someone was just nominated to a commission even though they've missed a year's worth of meetings. Mayor Anwar stated that most commissions could have changes made via ordinances.
- Mayor Anwar reported on Sustainable Connecticut and the effort to make South Windsor a sustainable community. Economic Development is a critical piece and both parties have been working on it across the board. The State has a program that gives the designation of a sustainable community which creates an opportunity for grants. The town is exploring P&Z and transportation issues. The town could earn a Certified Bronze or Silver certification. There are multiple foundations that financially back this certification such as the \$4 million awarded to NJ. Mayor Anwar stated that the town is continuing to document and market itself and will

be forming a committee. Committee members will consist of members from various departments which will then meet with commissions and boards. Chairperson Marsh asked that the EDC have a liaison to the committee. Mayor Anwar will explore ways to include other commissions and boards and announced that the initial committee meeting is a public meeting and that everyone is invited to attend.

- Commissioner Starr asked about the status of Quantum Biopower. Mayor Anwar replied that the Town Manager will be inviting businesses to vote on whether they are interested in providing food waste. Businesses in other towns will have to be included since South Windsor is not large enough in itself. The facility in Southington is a regional plant that takes waste from as far away as NYC. West Hartford is doing a pilot program right now for the residential market. Three companies have already contacted South Windsor and expressed interest in providing curbside pick-up for food waste and delivering it to Quantum. Once the food waste is recycled, only 30% of the waste will be true waste, since the other by-products are methane, water, carbon dioxide, and fertilizer. Grocery stores can send their expired packaged food that Quantum will unpack. Chairperson Marsh stated that there is some concern about a decrease in food donations to needed areas and organizations and Mayor Anwar wants to make sure that donated food is only that which is unfit for human consumption.

Mayor Anwar thanked EDC members for volunteering their time. The work done by the EDC has allowed the town to address issues as a result of decrease in State funding.

Mayor Anwar reported that he has received a complaint about the cost of mayor.tv. Commissioner P. Burnham explained that there are 3 tiers available with variable costs.

## **9. General Discussion**

Alternate Victor Dorobantu introduced himself and commission members introduced themselves to him. Alternate Dorobantu moved to South Windsor in 2005 and wants to help the town, that he loves, grow.

Mayor Anwar responded to interest in hiring an EDC Coordinator and provided an update. After looking at various costs and options within budget, and due to financial issues, it was decided to promote 2 people to the assistant town manager position. Matt Galligan will continue to do EDC work himself, allowing him to attend conferences in TX and NV. He will also be attending EDC meetings in the future to provide updates. Commissioner P. Burnham commented that ALDI was brought to town by attending conferences.

Mayor Anwar has reached out to Goodwin College and one of the interns has already done 500 hours of work stratifying the businesses in town. The intern will be sending out a business survey which may be shared as a public document. The survey will include information on available buildings and land. Chairperson Marsh reminded the commission that the EDC has access to property information through CERC SiteFinder.

Commissioner P. Burnham asked if Cathy Brady from the Chamber will be invited to attend the March meeting. Chairperson Marsh replied that the Town Manager has been talking with her

and that he may want to wait and see what is happening between them. Commissioner Jeski would like to know in advance about businesses opening in town so that commission members may attend events such as ribbon cuttings. The Chamber's prior president, communicated these to the commission. Chairperson Marsh will add a request to find out what the intent is in developing a relationship between the Chamber and the Town to next month's agenda.

Commissioner P. Burnham discussed recognizing new businesses coming to town and reached out to Lori in the Town Clerk's office. In January, only one business came to town and he will be emailing Lori for an update for February.

Commissioner Starr asked about the tech company in the former Bath Fitters space on Ellington Road. Commissioner P. Burnham will attempt to schedule a visit.

Commissioner Jeski asked if there are moving and storage buildings being built behind the warehouses on Chapel Road by Admiral Moving and Storage. Commissioner P. Burnham suggested that there could be an expansion of the existing buildings.

Commissioner P. Burnham reported that there is soil testing being done at the Cumberland Farms site on Rte. 5.

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

## **10. Adjournment**

A **motion** to adjourn at 8:47p.m. was made by Commissioner Jeski and **seconded** by Commissioner S Burnham and was ***unanimously approved. Motion passed.***

**Respectfully submitted,**  
**Catherine Potter**  
**Clerk**

**Approved with corrections: March 28, 2018**