

## MINUTES

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

**REGULAR MEETING  
WEDNESDAY, April 25, 2018  
TIME: 7:30 P.M.**

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**PRESENT:** Chairperson David Marsh, James Murray, Louise Neary, Alternate Victor Dorobantu (sat for Commissioner Kennedy), Edwina Futtner, Paul Burnham, William Jodice, Linda Jeski, Alternate Wayne Kilburn (sat for Commissioner S. Burnham)

**ABSENT:** Susan Burnham, Joseph Kennedy, Alternate John Mitchell, Shailesh Verma

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

Minutes from Regular Meeting on 3/28/2018

A **motion** was made by Commissioner Jeski and **seconded** by Commissioner Murray to approve the minutes with the following corrections:

- Item 9, p. 4: should read "...new buildings proposed to be constructed near Admiral on Ellington Road."
- Item 7a, p. 3: should read "Commissioner P. Burnham suggested that Chairperson Marsh draft a letter of support..."
- Item 5b, p. 2: should read "...Vice Chairperson Burnham reported that Doosen..."

***Motion passed by majority. Motion passed.*** Commissioner Neary abstained.

### 5. **Old Business**

**(a) Economic Development Strategy:** A meeting will take place on Thursday, May 3<sup>rd</sup> beginning at 5pm and is scheduled to last for 3 hours. The town manager, 2 members of P&Z, Agricultural Land Preservation Advisory Commission, the Redevelopment Agency, a facilitator from KJR Consulting and Chairman Marsh will be attending this closed brainstorming session. Members of the town council will not be participating unless they have dual roles.

**(b) Economic Development Commission Brand, Identity, Administration:**

EDC Charter: Chairperson Marsh received samples of other EDC charters today and will be reviewing them. He will then be sending them to commission members to see if what changes/additions can be made to the current charter that would improve the EDC's presence and participation in the town's current economic development process.

Communication and collaboration: In the future, copies of the agenda and other materials will no longer be mailed. In anticipation, email addresses for commission members will be made available for EDC business and will be in the following format: SWEDC.[lastname]@gmail.com. Commissioners expressed concern with security when using a Gmail address. Chairperson Marsh recommends still using caution. Chairperson Marsh will request Gmail addresses be created for

everyone except Commissioners Kennedy, P. Burnham, and Jodice. He will also invite commission members to gain access to the drive that will have the EDC documents in it which will also have an official \_\_@southwindsor.org address.

“One Town, One Future”- Chairperson Marsh will upload the images and send a link out to members to vote on inclusion in the document

EDC “Handout” created by Victor Dorobantu: The document is being reviewed by the Planning Department. The document could be easily handed out to businesses. Chairperson Marsh will send a copy to Donna so that she can send it to commissioners.

**(c) Sustainable CT:** There will be a kick-off meeting on Monday, April 30 from 7-9p.m. The meeting will be an opportunity for attendees to decide who will be responsible for what aspects of the certification. The tasks need to be completed before August to qualify for certification this year. As more towns gain certification, the available pool of grant money available will diminish. The section labeled “Thriving Local Economies” is a good match for South Windsor. Chairperson Marsh encourages commission members to attend the meeting to learn more about the process. Commissioner Murray asked where the money comes from and Chairperson Marsh responded that he doesn’t have the list of where the money comes from or how much money will be awarded. As each level of certification is earned, new grant funding opportunities become available. Commissioner Neary asked whether the money awarded goes into the general fund. Chairperson Marsh believes that grant money will be earmarked for specific uses.

**(d) South Windsor Citizen Survey:** Chairperson Marsh shared the commission’s feedback with the town manager including the opinion that the survey is too long and should be more diverse. The town manager stated that the survey has been updated and is now complete but that they are still working on the logistics of dissemination. The survey could be sent out via Survey Monkey or via the mail with either the complete survey or a postcard with a link to an online survey.

**(e) Business Community Engagement (Ambassador Program) / Committee:** The town manager would like to formalize this program and is interested in being involved. Commissioners Dorobantu and Kennedy also expressed interest in assisting Commissioner P. Burnham in visiting businesses. A **motion** was made by Commissioner Jeski and **seconded** by Commissioner Futtner to form a subcommittee for the Ambassador Program and was **passed by majority. Motion passed.** Commissioner P. Burnham voted against the motion.

There was a reminder that the Chamber meets on the 3<sup>rd</sup> Monday of the month and commissioners can attend to learn about upcoming events such as ribbon cuttings.

**(f) Town Ordinance Economic Impact Analysis:** Chairman Marsh had no update to share. The intern is still working on researching the town’s ordinances and evaluating them to see if there are any negative impacts to business operations.

**(g) Mayor.tv:** Chairperson Marsh had no update.

## 6. Committee Report

**(a) Bylaw Review Committee:** Commissioner P. Burnham reported that he met with Commissioners Jeski and Burnham and then commissioners discussed the following suggested changes to the bylaws:

Item 3: After discussing options for changing the elections, it was decided that no change would be made in the bylaws, but that the date could be changed on an as needed basis

After discussion, the following text was modified to read: “The Chairmanship cannot be held by any political party for more than two (2) 2-year consecutive terms unless

no one has been nominated to the position and is cross endorsed by the incoming party.”

- Item 5: “Recording Secretary” changed to “Commission Clerk”
- Item 6: After discussion, it was decided to leave the meeting start time as 7:30pm
- Item 8: Commissioner P. Burnham will research the timing of sending out agendas
- Item 9: Modify suggested text to include notifying the administrative secretary of absences

## 7. New Business

(a) Business Community Updates: Commissioner P. Burnham reported that Advance Performance Glass is moving to East Hartford. They were interested in purchasing a 30,000sq. ft. building and had expressed interest in constructing a building on a site located on Sullivan Avenue adjacent to Jones Metal Products. They came forth with a proposal and were asked to include a retention pond and green space, for which they could have applied for a variance, but Commissioner P. Burnham’s not sure what happened. The company doesn’t really want to move to East Hartford. Commissioner P. Burnham would like to ask for funds for an EDC specialist, or similar, to visit businesses during business hours. Commissioner Murray thinks that the businesses don’t have time to speak to visitors. Commissioner Neary hopes that a new Chamber director will be hired, who will then go out and visit businesses. Commissioner P. Burnham thinks it would be beneficial to hire a liaison for \$60,000 to do this kind of work. Chairperson Marsh stated that the town manager is trying to determine the scope and scale of the challenge of the many businesses and their types. He would then use that as a tool to justify having someone engaging with businesses in a full-time capacity to retain them in South Windsor. Commissioner Murray stated that most people on the council are not self-employed, or own a business, and that they may not have the same incentive to have someone visit businesses on a personal level. Chairperson Marsh replied that ideas and concerns can be discussed at the meeting on April 30<sup>th</sup>. Commissioner P. Burnham explained that he can’t get out to businesses all the time and that he would prefer an appointed time to meet with them.

## 8. Communications and Remarks

(a) Report from David Marsh, Chairperson: None.

## 9. General Discussion

Next Meeting is scheduled for May 23, 2018 at 7:30 p.m. in the Madden Room: Commissioner P Burnham shared information inviting commission members to the service award ceremony being held at the high school on Tuesday, May 1<sup>st</sup> at 7pm.

**10. Adjournment:** A **motion** was made by Commissioner Neary and **seconded** by Commissioner Jeski to adjourn at 8:58pm and was ***unanimously approved. Motion passed.***

Respectfully submitted,  
Catherine Potter  
Commission Clerk

Approved with corrections: May 23, 2108