

MINUTES

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

**REGULAR MEETING
WEDNESDAY, JANUARY 23, 2019
TIME: 7:30 P.M.**

PRESENT: Chairperson David Marsh, Vice Chairperson Paul Burnham, Linda Jeski, William Jodice, Alternate Shawn Jacobaccio (sat for Shailesh Verma), Alternate Victor Dorobantu, James Murray, Louise Neary, Edwina Futtner, Joseph Kennedy, Susan Burnham, Alternate John Mitchell (arr. 7:36pm)

ABSENT: Shailesh Verma, Alternate Wayne Kilburn

1. **Call Meeting to Order:** Chairperson David Marsh called the meeting to order at 7:30pm.
2. **Roll Call:** The above-mentioned members were introduced.
3. **Public Participation:** None
4. **Approval of Minutes**

Minutes from Regular Meeting on 11/28/2018: A **motion** to approve the minutes from November 28, 2018 was made by Commissioner Jeski and **seconded** by Commissioner Murray with the following corrections:

p.2 Item 6 should read “Commissioner Neary asked about the progress of EDC business pamphlets...”

Motion was approved by majority. Motion passed. Commissioner Kennedy abstained.

5. Old Business

(a) Economic Development Strategy: Chairperson Marsh announced that the Buxton Group will be at town hall for a presentation and that he will attend, along with other invited attendees to hear their proposal for services to the town. Chairperson Marsh will report more next month after the presentation has occurred. He isn't sure if it's an open meeting but that it is most likely a closed meeting since they will be discussing their services. Vice Chairperson P. Burnham asked what the next steps are and Chairperson Marsh replied that the information will be shared with town departments and commissions. Chairperson Marsh reminded commissioners that the town of South Windsor is behind in the amount of resources that they are investing in for economic development and that hiring the Buxton Group would help fill that gap by tapping into their database and network. He isn't sure if they have any other CT clients. Commissioner Jacobaccio asked if the EDC commission be redundant and Chairperson Marsh responded that the Buxton Group would not report to the commission but that the EDC would continue to play a part in the town's economic development. Chairperson Marsh doesn't know the cost yet, but strategic support and outsourcing to find businesses will be the main services the town will be seeking. If anyone has questions they'd like answered, send them to Chairperson Marsh and he will forward them on.

(b) Economic Development Commission Brand, Identity, Administration: Chairperson Marsh doesn't have an update on setting up a conference line for commissioners who would like to attend meetings virtually.

(c) Sustainable CT: Chairperson Marsh stated that meetings occur during the business day so he hasn't heard of any updates and has had no update from the Deputy Mayor either. Commissioner Neary suggested that he could appoint a representative to attend and Chairperson Marsh asked commissioners to let him know if anyone has any availability.

(d) South Windsor Citizen Survey: Chairperson Marsh announced that a detailed report has been published on the website and that 800+ responses were received for the survey.

(e) Town Ordinance Economic Impact Analysis: Chairperson Marsh reported that this project has been deferred until needed resource availability has been determined whether it's interns or town staff.

6. Committee Report(s)

(a) Bylaw Review Committee: Commissioners reviewed the suggested changes to the bylaws.

Item 3 was changed to read:

The chairmanship may not be held by any political party for two consecutive 2-year terms. However, if no one else from the other party is nominated to or accepts the position, then the person who is chairman will continue for another 2-year term.

Item 9 was changed to read:

When a member or alternate knows in advance he/she is going to be absent he/she shall notify the Administrative Secretary in the Town Manager's Office or the Chairperson or Vice-Chairperson by 4:00 P.M. on the day of the meeting. You may also text the Chairperson or Vice-Chairperson. In case of an emergency, he/she shall try to contact the Chairperson or Vice-Chairperson either by e-mail, phone or text.

A **motion** was made by Commissioner Jeski and **seconded** by Commissioner S. Burnham to accept the changes made to the By-laws and was ***unanimously approved. Motion passed.***

A **motion** was made by Commissioner Jeski and **seconded** by Commissioner Futtner to accept the By-laws with the approved changes and submitted to the town council for approval once they have been updated and was ***unanimously approved. Motion passed.***

(b) Business Community Engagement (Ambassador Program) / Committee: Vice-Chairperson P. Burnham informed the commission of the following updates:

- New England Home Delivery Systems Logistics, a home delivery company, is leasing 30,000 sq. ft. in the former C&S building on Rte. 5 with the potential to lease additional space.
- The Hannoush Jewelers building on Buckland Road is still under construction.
- Coca-Cola is moving forward with their warehouse on Ellington Road.
- R&L Trucking, on Sullivan Avenue, is expanding their loading docks. They will be knocking down a maintenance building and constructing a new one along with a new fueling station.
- A daycare center may be locating at Evergreen Walk with a new 10,000 sq. ft. building near the hotel.
- Another daycare center may be locating near Pleasant Valley Road and Ellington Road. This daycare is a national company and they have been offered an opportunity to apply for tax abatement.
- The footings for the hotel are being poured. The hotel is near the apartments at Evergreen Walk.
- A bank is interested in building on the former Corn Crib property and will create an access road in the rear of the building.
- Aldi's expansion is nearing completion.
- Cumberland Farms' application for a location on Rte. 5 has been extended to February.

- The Electro Method building is now enclosed, and they are hoping to occupy it in April.

Commissioner Neary asked about the person interested in locating a Jack Daniels coffee business in town and Vice-Chairperson P. Burnham replied that he is in the process of locating the business card. Commissioner Neary shared the contact information with him.

7. New Business: Chairperson Marsh announced that for the February meeting, he would like for each EDC member to be prepared to speak about what they would like to accomplish from an economic development standpoint for the next year. He will then collect the input and then the commission will vote on the ideas in an effort to help the commission to set goals and measure their accomplishments.

8. Communications and Remarks

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

9. General Discussion

Commissioner S. Burnham asked if anyone had an update on the Chamber. Chairperson Marsh replied that he and the Mayor had met with the Chamber president but that he hasn't heard anything since. Commissioner S. Burnham attended a Chamber meeting in December and that it was well attended and upbeat. Commissioner Dorobantu agreed that it was well attended but that the free food was a big draw and that an event this evening was not well attended, and only 20 people were there. Commissioner Neary suggested that Chairperson Marsh reach out and let the Chamber know that he'd like to hear about upcoming ribbon cuttings. Commissioner Mitchell agreed that the holiday party was well done, with over 100 people in attendance. He also stated that the success of events depends on the efforts of the planning committee. The Chamber is struggling to maintain the persons needed to head the Chamber, and he is hoping it will turn around, but that membership is low compared to the number of businesses located in town. Commissioner Jeski asked what benefits are gained from joining and Commissioner Mitchell replied that new businesses can gain access to new contacts for only \$250-300 per year membership fee which is based upon the size of business/number of employees.

Next Meeting is scheduled for February 27, 2019 at 7:30 p.m. in the Madden Room.

10. Adjournment

A motion to adjourn at 8:37pm was made by Commissioner Neary and seconded by Commissioner Futtner and was unanimously approved. Motion passed.

Respectfully submitted,
Catherine Potter
Clerk

Approved with corrections: February 27, 2019