

## MINUTES

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

**REGULAR MEETING  
WEDNESDAY, February 24, 2016  
TIME: 7:30 P.M.**

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**PRESENT:** Chairperson Paul Burnham, Joseph Kennedy, Linda Jeski, Alternate Dave Marsh (sat for James Murray), Susan Burnham, Wayne Kilburn, Dwight Johnson, John Mitchell (arr. 7:35pm and sat for William Jodice)

**ABSENT:** James Murray, William Jodice, Louise Neary and Edwina Futtner Alternate Cindy Beaulieu

**ALSO PRESENT:** Michele Lipe, Councilperson Carolyn Mirek-EDC Liaison

**1. Call Meeting to Order:** Chairperson P. Burnham called the meeting to order at 7:30pm

**2. Roll Call:** The above-mentioned members were introduced.

**3. Other Business**

Michele Lipe, Director of Planning – Update EDC Projects:

Michele Lipe gave an overview of projects happening in South Windsor which include:

- Bus study for South Windsor which included suggestions for improvements has held public meetings over the last 2 months. SW is looking at an overhaul approach. Would like to see changes to add service to Sullivan Ave. Bus shelters will be built and panels will include advertising (local businesses can advertise) to help defray cost. They will be solar lit. CT FastTrack, Tolland to UCONN, will hopefully begin this summer.
- Residential Development: Two requests for zoning text amendments. One to allow increase the cap of elderly housing to 500 units and another to allow for Evergreen Walk, LLC to build a mixed use lifestyle community in a primarily commercial area.
- Corner of Kimberly Drive and Rte. 5 at 1505 John Fitch Boulevard a new building will be constructed to house an automotive business.
- Commercial Development: Evergreen Walk, LLC has an application with IWWA requesting approval to build a big box store with a fueling center. Panera bread will begin construction soon on their location on Buckland Road.

Scott Roberts and Drew Guild to Discuss EDC Website Upgrade: Scott Roberts and Drew Guild gave a presentation and shared information on what surrounding towns are doing with their EDC websites. They explained that most town's websites provide a definition of economic development but don't have any information on what's been accomplished or what opportunities are available.

Commission members expressed interest in including:

- Links that are relevant to Economic Development that are currently on other South Windsor pages such as: GIS mapping link
- Chamber of Commerce
- Commercial Property finder link
- South Windsor business page
- Current project section
- Accolades received section

Mr. Roberts and Mr. Guild displayed two different towns that have great websites for their EDCs. Simsbury is an attainable option and Stamford would be a stretch.

Simsbury has relevant information displayed for multiple aspects/people interested in the town. A website this style would be achievable with the developer the town uses now.

Stamford calls their page the 'Business Portal' which includes information on starting a business, business incentives, managing a business, growing a business, permitting & licensing and resources. A website this extensive costs approximately \$12,000 to develop and \$2,000 per year to maintain.

Commission members discussed ideas on how to proceed.

Chairperson P. Burnham asked commissioners for feedback on moving forward.

Commissioners asked for time to absorb the presentation and three commissioners offered to develop a subcommittee: Commissioner Kilburn, Commissioner Jeski and Commissioner Marsh. Town Planner Michele Lipe offered her support and suggested that the subcommittee needs to decide what they want on the site and then work on building content and suggests focusing on 4 to 5 topics.

Mr. Roberts and Mr. Guild shared a promotional video filmed at Evergreen Walk. The video is targeted at developers interested in building transitional living facility.

Commissioners continued discussing how they'd like to develop the EDC website by developing the framework and then content which should include information on current projects and industries in town (i.e. machining).

Ms. Mirek added that including a video would elevate the site when searched via a search engine.

Ms. Lipe stated that the POCD could provide statistics on the town.

The subcommittee will provide information on their progress at the March meeting.

#### **4. New Business**

Presentation by Anthony Mamontoff re: Staybridge Suites (rec'd final approval from P&Z): Mr. Mamontoff stated that the extended stay hotel will include 107 rooms and a banquet facility for 250 people. The building will be 84,000 sq. ft. and has wetlands in back. The hotel is expected to be a \$15.1 million dollar project and they will be seeking tax abatement. They have received IWA approval and are in the final stages of their financing. A ground breaking is expected to be held in mid to late March 2016. If this project is successful, the corporation may be interested in another project as well.

Commissioner Kilburn asked under what guidance they were told to go to the town manager to seek tax abatement. Mr. Mamontoff responded that a letter was sent to the town

manager. Chairperson P. Burnham shared the process information that is posted on the website which includes sending a letter to the town manager as a first step.

Chairperson P. Burnham asked if they are looking to connect the entrance to the traffic light on Buckland Road. Mr. Mamontoff explained that they are and that there will be 2 lanes exiting and that some of the median will be removed in order to expand the right turning lane.

Commissioner Mitchell asked who the clientele is for a hotel of this type. Mr. Mamontoff listed families, corporations and tourists.

Commissioner Kilburn asked how big the rooms are and Mr. Mamontoff replied that most are about 600 sq. ft. and include a kitchenette.

Commissioner S. Burnham inquired about the reservation costs and Mr. Mamontoff replied that on average rooms will cost \$150-\$200 per night. There will be smaller rooms available for overnight stays.

Chairperson P. Burnham asked if the hotel will provide a shuttle to the airport. Mr. Mamontoff explained that Bradley International Airport is about 30-35 minutes away and that they are still evaluating the feasibility of this amenity but they do plan on offering a shuttle to local establishments and Brainard Airport.

Mr. Mamontoff stated that there will be lower costs for longer term stays, they are in negotiations with LA Fitness for guest use privileges and that a cross walk/signal will be installed across Buckland Road.

**5. Public Participation:** None

**6. Approval of Minutes**

Minutes from Regular Meeting on 1/27/2016: A *motion* was made by Commissioner Kilburn and *seconded* by Commissioner Mitchell to approve the minutes of January 27, 2016 with the following corrections:

Item 3 p.2 change 'Waterhouse' to 'Jodice'

Item 9 p. 3 'The brewery...will be having a groundbreaking soon.'

*Minutes approved by majority. Commissioner Jeski abstained.*

**7. Old Business:** Commissioners reviewed their information on the EDC contact sheet. Commissioner Marsh already gave his info to Donna Thompson. Chairperson P. Burnham asked commissioners to update their information with Ms. Thompson if there are any additional changes.

**8. Committee Report**

Discover South Windsor: Commissioner S. Burnham stated that the committee has not met recently.

**9. Communications and Remarks**

Report from Paul Burnham, Chairperson: Chairperson P. Burnham commented on the following:

- A new building constructed to house an auto body business on John Fitch Boulevard.
- Peter DeMallie will be attending the March 30<sup>th</sup> meeting (on agenda for 8pm).
- Concentrate on website and then work on the business survey that was discussed at January meeting (survey could then be included on website).

## **10. General Discussion**

Next Meeting is scheduled for **March 30, 2016** at 7:30 p.m. in the Madden Room.

Commissioner Marsh asked about information on charge of the commission. Chairperson P. Burnham shared documents including the economic development plan, EDC brainstorming, and other information that he located on the town's website.

Commissioners discussed the ED Coordinator position to be included in the upcoming budget and the job responsibilities/qualifications that should be sought after. Commissioners are unsure of what the salary or benefits package will contain.

Commissioner Jeski went to the groundbreaking for Orchard Hill School and was impressed by the attendance.

## **11. Adjournment**

A *motion* was made by Commissioner Jeski and *seconded* by Commissioner Kennedy to adjourn at 9:22pm and was *unanimously approved. Motion passed.*

**Respectfully submitted,**  
Catherine Potter  
Clerk

**Approved with corrections: March 30, 2016**