

## MINUTES

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

**REGULAR MEETING  
WEDNESDAY, FEBRUARY 22, 2017  
TIME: 7:30 P.M.**

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**PRESENT:** Chairperson Paul Burnham, Joseph Kennedy, Susan Burnham, Edwina Futtner, Alternate David Starr (sat for Louise Neary), Alternate David Marsh (sat for James Murray), William Jodice, and Dwight Johnson

**ABSENT:** Louise Neary, James Murray, Linda Jeski, Wayne Kilburn, and Alternate John Mitchell

**ALSO PRESENT:** Directory of Planning, Michelle Lipe

- 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. Guests:**

**Michele Lipe, Director of Planning** – Discussion regarding updates to “About the Town – One Town One Future” Guide and Commercial/Industrial Developers Guide:

Ms. Lipe gave updates on the following projects:

- Evergreen Walk Apartments are now open. They received their certificate of occupancy for the first building and the clubhouse last week. The other buildings are under construction. Signs will be installed at Buckland Road directing potential residents to the 200 apartments spread out between 9 buildings. The apartments are 1 & 2 bedroom first, second and third floor walk-ups. There are only 40 garages at \$300 per month. The management allows animals, including dogs which costs up to \$100 per month. A 2-bedroom apartment, garage and dog costs approximately \$2,500 per month. The age group moving in so far in their 20's. There are 2 units set up for permanent showings. The complex includes access to an outdoor in-ground pool, a private dining room, and a gaming area. The green area in the middle of the development gives the complex a sense of openness. Addresses will be “Andrews Way”.
- The Cambria Suites hotel to be constructed behind LA Fitness has a silt fence installed for the hole to be dug and dirt will be moved to a site nearby.
- There are several properties for sale along Buckland Road which now have their wetlands flagged.
- The brewery on Sullivan Ave should be open in the next few months. The front of the building will be tasting room with retail space and an event space in the rear. The beer making and loading areas will also be in the rear.

- The construction at South Windsor Woods is moving forward. Private elevators are being installed in some of the units. Most units have a garage below with walk up above.
- Some subsidized housing (through town's regulations) is available in the apartment complexes.
- Toll Brothers will be submitting an application to the Planning & Zoning Commission in April for a 43 single family, 1/2 acre home lots in an open space subdivision. The project is located between Graham Road and Nevers Road.
- Berry Patch Apartments will be constructing 78 additional units. They will be market rate. These apartments, managed by Metro Realty, will have their own entrance and offer 20% of the units at the affordable housing rate.
- On February 28<sup>th</sup>, P&Z will consider an application for a requested zone change on Sullivan Avenue and Rye Street. The change would be from industrial to general commercial to allow for the possibility of restaurants, offices, pharmacy, etc.... to occupy the space.
- Sullivan Place now has tenants.
- The Studio project is considering construction on the former Maztech site. They plan to demolish the existing building and construct new buildings with a fuel cell. The project could be on the P&Z agenda as early as April. The site would be a production facility.
- An electrical union would like to purchase the building at 13 John Fitch Boulevard (brick building with frontage on Burnham Street). The union would like to purchase site to hold regional training classes, both indoors and outdoors, and plan to install telephone poles outside.
- All-Phase is considering the Memorial Chapel in order to construct a garage for a company that customizes hearses.

Ms. Lipe handed out a commercial/industrial developers guide to the process of developing in town that is given to people thinking about locating in South Windsor. She also handed out a draft document of One Town/One Future, Town of South Windsor, that she has been working to update.

Chairperson Paul Burnham would like all commissioners to take the draft document home, read it over, and think about what should be included in the document. Ms. Lipe suggests including newer information such as successful projects, testimonials, and updated information on incentive programs.

Chairperson P. Burnham mentioned the need for a town business database. Ms. Lipe stated that the town does not have a full picture of all the businesses in town. Commissioner Marsh reminded the commission about the information available in the Reference USA database which is available from the library.

**Shailesh Verma** – Potential alternate for current EDC vacancy

**4. Public Participation:** None.

## 5. Approval of Minutes

Minutes from Special Meeting on 12/21/2016: A **motion** was made by Commissioner S. Burnham and **seconded** by Commissioner Futtner to approve the minutes of the December 21, 2016 Special Meeting and was *unanimously approved. Motion passed.*

Minutes from Special Meeting/Workshop on 01/25/2017: A **motion** was made by Commissioner Kennedy and **seconded** by Commissioner Marsh and was *unanimously approved. Motion passed.*

Commissioner Marsh asked if access of the taped meeting and PowerPoint are available from Donna Thompson yet. Chairperson P. Burnham will ask her to resend the follow-up survey to attendees and make the recording and slides available to commissioners.

## 6. Old Business

Sub-committee report regarding website updates: Chairperson P. Burnham reached out to the company, CGI Communications (of Upstate NY), and Marcello Pagrassi the CT Rep, will come to the March meeting. He will give a presentation of the mayor.tv website. If the town decides to move forward the cost would be paid for by sponsorship from participating South Windsor businesses. Nonprofit organizations could also advertise, free of charge.

Commissioner Marsh asked about engaging with the town's IT department to add a link to the CERC SiteFinder. The link to SiteFinder would be from a new section of the EDC website called 'Development Opportunities' that the commission had reviewed earlier in the fall but did not act upon. Although the town is not currently a member, they could still link to site. If the town chooses to become a member it would cost \$650 and the membership would allow the town to promote of a limited number of property locations per year. Once the town becomes a member of CERC, some research would need to be done in order to determine if there are any legal issues to highlighting selected businesses, determining how they would be selected, and who would be selecting them. Chairperson P. Burnham stated that he could schedule a meeting with the Town Manager to request the CERC SiteFinder membership and ask the town's IT department to add the 'Development Opportunities' section to the EDC site with the custom link to CERC SiteFinder.

A **motion** was made by Commissioner Marsh and **seconded** by Commissioner S. Burnham to request that the town IT department create a section of the EDC site called 'Development Opportunities' and a custom link to the South Windsor section of CERC SiteFinder site and was *unanimously approved. Motion passed.*

Chairperson P. Burnham would still like to go before the town council to request that the EDC budget be increased to include an EDC coordinator.

## 7. Committee Report

Discover South Windsor - Report from Louise Neary and Sue Burnham: Commissioner S. Burnham had nothing to report since there have been no meeting in months. She will follow-up with new information at next month's meeting.

8. **New Business:** Commissioner S. Burnham proposed changing the time of the meeting from 7:30pm to 7:00pm. Chairperson P. Burnham will put it on the agenda for discussion at March's meeting. Some commissioners shared that they have existing conflicts with other meetings the same evening which could interfere with a change to the start time.

## 9. Communications and Remarks

Report from Paul Burnham, Chairperson:

Chairperson P. Burnham provided a re-cap of the recommendations from CERC:

- Join SiteFinder
- Town leaders take self-assessment
- Consider utilizing CERC SiteFinder to further help with specific economic development areas (Paul would like to see about having someone do visits to businesses to help with retention)

Chairperson P. Burnham stated that an EDC coordinator would help to retain businesses and save South Windsor money.

Commissioner Marsh suggests that the commission look at other options such as conducting a business survey using a tool such as Survey Monkey, looking at expiring tax abatements to preempt requests for new abatements, and partnering with colleges to hire interns to do some of the things the commission can't afford or doesn't have time for as a way to move forward without a coordinator.

## 10. General Discussion

Next Meeting is scheduled for March 22, 2017 at 7:30 p.m. in the Madden Room.

## 11. Adjournment

A **motion** was made by Commissioner S. Burnham and **seconded** by Commissioner Jodice to adjourn at 9:04pm and was *unanimously approved. Motion passed.*

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

**Approved with correction: March 22, 2017**