

MINUTES

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

**REGULAR MEETING
WEDNESDAY, SEPTEMBER 26, 2018
TIME: 7:30 P.M.**

PRESENT: Susan Burnham, Paul Burnham, Joseph Kennedy, Louise Neary, William Jodice, Edwina Futtner, Linda Jeski, Alternate John Mitchell (arr. 7:33pm) sat for Shailesh Verma, Alternate Shawn Jacobaccio (arr. 7:33pm) sat for James Murray, and Chairperson David Marsh (arr. 7:49pm)

ABSENT: James Murray, Shailesh Verma, Alternate Wayne Kilburn

ALSO PRESENT: Mayor M. Saud Anwar

1. **Call Meeting to Order:** Vice Chairperson P. Burnham called the meeting to order at 7:30p.m.
2. **Roll Call:** The above-mentioned members were introduced.
3. **Public Participation:** Vice Chairperson P. Burnham introduced Mayor Anwar who wanted to share information from conversations that he has had with the town council especially since the announcement by the Town Manager that he will be retiring. There are some options for economic development and a need to have a steady mechanism for maintenance and growth. The town has asked for RFPs from companies to help in the recruitment of a new town manager. Mayor Anwar hopes that the decisions being made in the selection process will be unanimous. The search will be nationwide, and after interviews by council, the plan is for boards and commissions to have an opportunity to meet the top candidate before the town council votes. The new town manager will need to be focused on the needs of the community and there is a small risk that economic development may not be at the top of the list of items the new town manager undertakes in the first few weeks. Mayor Anwar has suggested that Matt Galligan work as a consultant in economic development since there are already large projects in the pipeline. Mr. Galligan is open to this option but the Mayor will need to make sure that the new town manager has an opportunity to weigh in on this decision. Commissioner Neary asked how long the consultant position would last and Mayor Anwar believes it would be 6 months to a year. Vice Chairperson P. Burnham reiterated that the new town manager will need to be ok with this arrangement and reminded that previously, Buxton was asked to come make a presentation to the council about their services and that it would be worthwhile to explore this option too. Mayor Anwar stated that the town council is currently looking at all the available options and that he is just sharing ideas that are being considered. Commissioner Mitchell stated that this process will be the most important responsibility that this council will have, that it is important to pick the right person, and that the town has been very fortunate in recent years. Mayor Anwar shared that there are standard job expectations for the position, for the town of South Windsor, and for economic development. Mayor Anwar invited commissioners to share their ideas and concerns with himself or other town council members. Commissioner Futtner questioned whether economic development is the job of a town manager and reminded commissioners that other people have worked on this. Mayor Anwar replied that Mr. Galligan was involved with all economic development decisions at a high level, even when Craig Stevenson worked as the economic development coordinator. He then stated that groundwork required different skill levels. Mayor Anwar shared that since the hiring of 2 assistant town managers, Mr. Galligan was able to seek out additional economic development opportunities. Commissioner Kennedy believes that having Mr. Galligan as a temporary economic development coordinator is an excellent idea, especially during the transition. Mayor Anwar stressed that Mr. Galligan will need to be accountable to the new town manager. Vice Chairperson P. Burnham hopes that the group hired to do the search will reach out to the town council, the boards and the commissions to learn what their concerns are. Mayor Anwar responded that if there are any specific qualities desired to share them with the town council.

4. Approval of Minutes

Minutes from Regular Meeting on 7/25/2018:

A **motion** was made by Commissioner Jeski and **seconded** by Commissioner S. Burnham to approve the minutes of July 25, 2018 with the following corrections:

p. 1 Absent: Commissioner Verma should be listed as a full member

p. 2 Item 5 Old Business

(a) Economic Development Strategy should read:

“...bad experiences with towns that have...”

“...work that the town manager does.”

“...how would we know, Chairperson Marsh...”

“...do the negotiation, and could this be a conflict of interest, Commissioner P. Burnham shared that South Windsor might have a person...”

“...supplemental capabilities...”

“...other reasons Chairperson Marsh...”

“...current staff Chairperson Marsh...”

“...see how it goes.”

“...suggested having Chairperson Marsh ask...EDC meeting and be provided...”

(d) “...stated that the survey...”

p. 3 Item 6 Committee Report(s)

(b) Business Community Engagement (Ambassador Program) / Committee

“...shared that Pete’s RV had a fire...”

The minutes were approved by majority. Motion passed. Commissioner Mitchell abstained.

5. Old Business

(a) Economic Development Strategy: Chairperson Marsh shared that he recently met with Mr. Galligan and that he suggested bringing different groups in to explore their services but that he may be staying on as an economic development coordinator. Chairperson Marsh would like to explore having a support person for economic development and asked Mayor Anwar about the possibility of having interns come on board. Mayor Anwar stated that he can look for interns again and shared that some commissions have town staff that give direction and are doing some of the ground work between meetings. Mayor Anwar believes that EDC needs someone that is a staff person to address the daily concerns and questions pertaining to economic development. Commissioner Jacobaccio asked if businesses are having issues contacting the town manager. Mayor Anwar doesn’t believe so, and that the town manager is very available, but that there is a need for someone to help with the strategic thought process. Mayor Anwar would also like a town staff person and a Chamber member to attend EDC meetings to better coordinate the town’s economic development activities. Chairperson Marsh shared that Mr. Galligan was looking into an economic development certification but that it would take a few years to earn certification. Mayor Anwar replied that Scott Roberts is going through the training now. Chairperson Marsh shared that the same entity providing the certification offers workshops on the process, and methodology of economic development and would be beneficial for them to come to a meeting. Mayor Anwar suggested that the commission could have executive sessions to discuss topics that are of a more sensitive nature and that by adding “Executive Session” to the agenda it would provide the opportunity to include EDC in discussions of a more sensitive nature. Commissioner Mitchell suggested asking the town attorney

whether executive session is permitted. Mayor Anwar stated that he was the person that pushed tax abatement applications back in front of the EDC after they'd been removed from the evaluation process. Vice Chairperson P. Burnham attended a meeting of the Redevelopment Agency in the past during which they went into executive session. Mayor Anwar agreed to research the possibility of executive session. Chairperson Marsh agreed that it makes sense to make use of executive session when a business submits an application and is hesitant to discuss financials openly. Commissioner Mitchell cautioned that executive session can only be used for specific purposes.

(b) Economic Development Commission Brand, Identity, Administration: Chairperson Marsh discussed the training opportunity earlier and has no other updates.

(c) Sustainable CT: Chairperson Marsh announced that there will be a meeting tomorrow, September 27th but that he will not be able to attend. He will ask the deputy mayor to attend the October EDC meeting to provide an update. The town should be finding out grant access opportunities next year. The town submitted more than enough to meet the minimum threshold for grant access information.

(d) South Windsor Citizen Survey: Chairperson Marsh didn't have an opportunity to ask Mr. Galligan about the results of the survey. Mayor Anwar shared that only 75 people responded. He will try and see if there is any information that is useful. Commissioner Mitchell believes that other options to provide responses should have been available. Commissioner Neary believes that the postcard wasn't eye catching enough to distinguish from junk mail and Commissioner S. Burnham believes that the survey was too long.

(e) Town Ordinance Economic Impact Analysis: Chairperson Marsh reported that the collection of information about town ordinances was being done when the previous intern was working, but this has since stagnated because the analysis has not yet been performed. Mr. Galligan suggested that CERC could perform the work. Vice Chairperson P. Burnham shared that the intern broke out all the different types of businesses in town with a goal to reach out to them for a personal visit from the town manager. Commissioner Jacobaccio asked if there is a document with this information and Chairperson Marsh stated that it is available as a scanned pdf along with the ordinances, making it a bit cumbersome. Vice Chairperson P. Burnham would like to get list of the businesses to look through. Town Planner Michelle Lipe has a list of all of the home based businesses. Commissioner Jacobaccio asked if the intern will be tasked with performing the research and Chairperson Marsh replied that he was just brainstorming options with the town manager. Mayor Anwar would like to develop ongoing relationships with area colleges to have interns on a regular basis. Commissioner Jacobaccio asked if there is a plan for interns and Vice Chairperson P. Burnham replied that there is plenty of work for an intern. Chairperson Marsh stressed the need to have a high-level plan on what the EDC is trying to accomplish, including a list of tasks and the expected outcomes. Mayor Anwar explained that one of the areas of town government that needs a strategic plan is the coordination between P&Z and EDC due to the limited available space for development in town. Decisions need to be made more strategically, to better benefit the town such as a business planning to create 1,000's of jobs or a warehouse located on the same plot of land. Mayor Anwar stressed that someone needs to step back and look at the best plan for the town.

(f) Mayor.tv: Chairperson Marsh announced that the videos are now viewable on the EDC website and can be viewed here:

https://www.elocallink.tv/m/v/player.php?pid=w2ay3Ba32&fp=ctsowind18_welr3_iwd# .

Commissioner Jacobaccio stated that the contact information for EDC members should be on the website and Vice Chairperson P. Burnham stated that most businesses want to talk to someone that can help them immediately. Chairperson Marsh could request to be included in on emails regarding businesses that have reached out to the town which would provide an oversight of the work being done relating to economic development. Connecticut Council of Municipalities is the organization that offers economic development certificates and other training including both in-person and virtual training components.

6. Committee Report(s)

(a) Bylaw Review Committee: Vice Chairperson P. Burnham asked to push this item to the October meeting and requested a quick chat with the other members after tonight's meeting.

(b) Business Community Engagement (Ambassador Program) / Committee: Vice Chairperson P. Burnham announced that Hannoush Jewelers, along with 2 other businesses, will be constructing a 2-story building, to be located next to Farmington Bank. Farmington Bank will be changing to Peoples United Bank and commissioners were not sure if a location will still be inside Stop n' Shop. Samsel and Carmon Funeral Home will be expanding their parking lot. Sidewalks are being built along Sullivan Avenue and Buckland Road on the west side.

- 7. New Business:** Commissioner Mitchell shared that the Rotary hosted a closing year-end event at which attendees sampled some apple brandy which tasted delicious. Commissioner S. Burnham reminded commissioners that the Chamber is hosting an event on September 27th to honor past presidents and to celebrate the Chamber's 50th anniversary. Commissioner Mitchell explained that the capacity of the sold-out event is only 300 people and that some last-minute cancellations may make some spaces available. Vice Chairperson P. Burnham asked if there are any new happenings with the Chamber and if they've hired a new executive director. Commissioner Mitchell stated that the Chamber is not yet embarking on that process but that they have a consultant on an interim basis until the end of the year. The Chamber is experiencing financial constraints, and Commissioner Mitchell stated that there are still sponsorship opportunities for tomorrow night's event, the Chamber Board of Directors is working on a vision for the future, and that 50% of their income is through membership.

8. Communications and Remarks

(a) Report from David Marsh, Chairperson: Chairperson Marsh discussed everything under other agenda items.

9. General Discussion

Next Meeting is scheduled for October 24, 2018 at 7:30 p.m. in the Madden Room.

10. Adjournment

A **motion** to adjourn at 9:13pm was made by Commissioner Futtner and **seconded** by Commissioner Jodice and was *unanimously approved. Motion passed.*

Respectfully submitted,
Catherine Potter
Clerk

Approved: October 24, 2018