

# **TOWN OF EAST WINDSOR ECONOMIC DEVELOPMENT COMMISSION**

**11 Rye Street, Broad Brook, CT 06016**

**Website: <http://www.eastwindsorct.com>**

---

## **Special Meeting Minutes February 28, 2013**

---

### **I. ESTABLISHMENT OF QUORUM:**

**Members Present:** Eric Moffett, Josh Kapelner, Ryan Nilsson, and James Richards.

**Members unable to Attend:** Everyone was present.

**Also in attendance:** Laurie Whitten, Town Planner.

Chairman Moffett called the meeting to order at 6:00 p.m. at the Planning and Zoning Office, 11 Rye Street, Broad Brook, CT.

### **II. APPROVAL OF MINUTES:**

**MOTION:** To APPROVE the Minutes of December 10, 2012 as presented.

**Richards moved/Nilsson seconded/**

**VOTE:**       **In Favor:**       **Moffett/Nilsson/Richards**  
                 **Opposed:**       **No one**  
                 **Abstained:**     **Kapelner**

### **III. PUBLIC PARTICIPATION:**

No one requested to speak.

### **III. GENERAL DISCUSSION:**

- **Business Assistance Forum:**

Town Planner Whitten reported that Staff had contacted attendees of the 2013 annual Meet and Greet/Business Assistance Forum to seek feedback on the event. One written response was received from a vendor; his suggestions included the

**Minutes – Special Meeting – February 28, 2013**

following: 1) the event began too early to attract significant attendance; 2) discussion between business owners and lenders was not as great as anticipated; 3) perhaps the use of tables slowed down the circulation of people seeking assistance.

The Commission agreed that next year's event should begin later, and felt the Meet and Greet segment should be worked into the Business Assistance Forum more quickly. They also felt food should be located in the center of the room which would encourage people to mingle more than congregate in separate groups. Next year the EDC should staff a vendor table as well.

Discussion followed regarding circulating the location of the event each year. Commissioner Richards felt the banks got good exposure from the event; Town Planner Whitten suggested she acquired more information regarding the SCORE Program which assists businesses to find funding. The Commission felt the attendance/support of Senator LeBeau and Representatives Davis was appreciated; Representative Kiner was unable to attend the event.

**MOTION: That the Economic Development Commission schedule the 2014 annual Meet and Greet/Business Assistance Forum for January 30, 2014.**

**Richards moved/Kapelner seconded/VOTE: In Favor: Unanimous**

- **CERC Listings:**

Town Planner Whitten felt participation in this marketing vehicle is beneficial; all the sites currently for sale or lease which are known to the community are listed. The Commission agreed to continue involvement in this site for another year.

- **Economic Development Issues:**

**1) DOT Right-of-Way at Newberry Road and Route 5:**

Town Planner Whitten reported two sites at the subject intersection are impacted for future development by a significant right-of-way owned by the State. Discussion followed regarding the State's purpose for the right-of-way, and possible investigation into the possibility of the sale this property to the impacted businesses.

**MOTION: The Economic Development Commission suggested Town Planner Whitten advocate to the DOT for the possible sale of the right-of-ways to the adjacent property owners.**

**Kapelner moved/Richards seconded/VOTE: In Favor: Unanimous**

**2) Funding for updated Plan of Conservation and Development:**

Town Planner Whitten noted that the State mandates that each community update/revise its Plan of Conservation and Development (POCD) every 10 years. Development of the POCD is a task under the purview of the Planning and Development Commission. East Windsor is required to provide an update that has been adopted by September, 2014. The POCD prepared by a consultant in 2004 cost \$100,000. She has requested funding via the Capital Improvement Committee over the past 4 years but has received no funding in that time. Minutes of a recent CIP Meeting suggested that \$20,000 may be allocated for the current POCD update; that funding must be approved via the Board of Finance and Board of Selectmen and could be reduced or cut completely.

Town Planner Whitten cited concern that the document can be completed in-house. The previous POCD included much information regarding demographics, GIS mapping to support the initiatives proposed, and other data which had been supplied by the consultant. The process also included surveys and several meetings in which the public offered significant input. As a comparison, Town Planner Whitten suggested the recent workshops held to develop the Route 140 Business Corridor Zone Change was done with the assistance of a consultant at a cost of \$10,000.

Discussion followed regarding what goals have been achieved from the 2004 POCD, what initiatives remain to be carried over, and what new goals will need to be addressed to support/encourage development over the next 10 years.

Town Planner Whitten advised the Commission that the lack of submission of a revised POCD within the required timeframe would mean that East Windsor would not be eligible for discretionary State funding, nor would the Town be eligible for grants. Town Planner Whitten's research determined that East Windsor has received nearly \$30,000,000 in State funding within 4 previous years; without submission of an updated POCD East Windsor would be losing significant State funding. She noted that while several goals listed in the 2004 POCD have been accomplished those goals change over time and need to be revised as the town moves forward. She suggested a POCD which reflects the current goals is an investment in East Windsor's future.

Discussion followed regarding competition for funding amongst departments and organizations within the current budget considerations. Town Planner Whitten noted the limitation of staffing to assist with development of an in-house document. She also recalled that in the past an exemption of the submission timeframe had been granted to a municipality after local legislators had intervened. Discussion followed regarding the EDC's position regarding the completion of the POCD revision, and its effect on economic development for the community.

**MOTION:** That the Economic Development Commission supports the Planning and Zoning Commission regarding their request for funding to prepare a Plan of Conservation and Development which will retain East Windsor's eligibility for State funding.

**Moffett moved/Ryan seconded/**

**VOTE:** In Favor: Kapelner/Moffett/Nilsson  
Opposed: No one  
Abstained: Richards

**MOTION:** That the Economic Development Commission ask the State of Connecticut to provide relief with regard to completion of the Plan of Conservation and Development due to the current economic conditions.

**Richards moved/ no one seconded – the motion failed for lack of a second.**

**MOTION:** To discuss ways to obtain an exemption, extension, or delay of the requirements to provide the updated Plan of Conservation and Development.

**Kapelner moved/Nilsson seconded/**

**VOTE:** In Favor: Kapelner/Nilsson  
Opposed: Moffett  
Abstained: Richards

**MOTION:** That the Economic Development Commission, with the support of the Board of Selectmen, ask the State of Connecticut to provide an exemption, extension, or delay of the requirements to provide the updated Plan of Conservation and Development.

**Richards moved/Nilsson seconded/VOTE: In Favor: Unanimous**

**IV. ADJOURNMENT:**

**MOTION:** To ADJOURN this Meeting at 7:50 p.m.

**Kapelner moved/Richards seconded/VOTE: In Favor: Unanimous**

Respectfully submitted,

---

Peg Hoffman, Substitute Recording Secretary