

**Town of East Windsor
Economic Development Commission**

11 Rye Street, P.O. Box 389

Broad Brook, CT 06016

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

***Regular Meeting Minutes
Monday, October 20, 2014***

I. ESTABLISHMENT OF QUORUM

Members Present: Eric Moffett, Josh Kapelner, Jim Richards, Maria Rumore and Andy Hoffman

Also in Attendance: Laurie Whitten, Town Planner
Denise Menard, First Selectman
Dale Nelson, Board of Selectmen Member

Chairman Eric Moffett called the meeting to order at 6:03 p.m. at the East Windsor Town Hall meeting room, 11 Rye Street, Broad Brook, CT.

II. PUBLIC PARTICIPATION:

There was no public participation

III. APPROVAL OF MINUTES:

MOTION: To approve the minutes of September 15, 2014.
Hoffman / Richards / Unanimous

IV. GENERAL DISCUSSION:

**New/Expanded Business Meet & Greet – 9/25/14:
Review & Discussion on Distribution of Certificates**

Mr. Moffett said the meet and greet was well attended. There were many new and expanded businesses. First Selectman Menard said she had discussed with the Selectmen about possibly doing business visitations with the certificates for the businesses that were not at the Meet & Greet. Mr. Hoffman said some of the businesses in town to some extent think that they are ignored. Ms. Menard said part of our job is to connect with the businesses. Ms. Whitten asked the EDC members if they thought it was a

good idea that she and Ms. Menard deliver the certificates or would they like to participate. Mr. Hoffman replied that he would like to participate. Ms. Rumore said she has a tight schedule but would be willing to do it on a Saturday or Sunday. Ms. Menard felt that it should be done during regular business days. Mr. Richards said it was an EDC event and felt that they should be delivering the certificates. He said they could divvy it up among themselves. Ms. Menard said that she and Ms. Whitten are the staff that support the businesses and the EDC. Mr. Hoffman suggested making it a collaborative event. Ms. Menard agreed that they should all be working together. Mr. Kapelner said that he considers the First Selectman and Town Planner as very busy people. He said we have already held the function. He felt that to go out and visit 70 businesses is not feasible and seems like an extreme measure. A rather lengthy discussion took place.

MOTION: To send a cover letter along with the certificates to the businesses saying sorry we missed you at the Meet and Greet.

Motion by: Kapelner

Seconded by: Richards

Discussion and Vote:

Mr. Richards added to the motion: with the modification that it be done as soon as possible. Mr. Hoffman said he thought it would be a great gesture for town officials to go out and personally talk to people. Mr. Moffett said the few visits that Mr. Hoffman did were great. We got some feedback from the businesses. He said we need a mechanism to acknowledge that these businesses are in town. Mr. Richards said with this motion we accomplish what Mr. Kapelner is concerned about. Now we have a list of new businesses. He said that doesn't mean you can't stop and welcome them to town. Ms. Menard said we have two people that are saying in our busy schedule we are visiting them. Mr. Moffett said let's acknowledge them now, then reach out to them later. He said we want to visit the long-standing businesses as well.

In Favor: Unanimous

A heated discussion ensued regarding some conflicts within the EDC.

Discussion - Criteria/RFP for Economic Development Consultant

Ms. Menard stated that \$10,000 was proposed by the Board of Selectmen to have a consultant for the first year. She said we have to start with a plan of what this person should be doing. The consultant would be working from the Planning office in coordination with her office. Mr. Moffett noted that the EDC came up with obtainable goals that we want this person to do. Ms. Whitten said she came up with the first RFP

and Andy Hoffman went over it and came up with some additional wording. Copies of both proposed RFP's were distributed. Mr. Richards said that what they originally had agreed on was changed and they have not had the chance to discuss it. The EDC members reviewed the proposed RFP prepared by Laurie Whitten. Mr. Moffett noted that at a previous meeting the EDC members came up with the top five criteria that the consultant should focus on. That would be the desired scope of work. After some discussion a few minor changes were made to the RFP. Ms. Whitten said she will make the modifications and have them for tomorrow's Board of Selectmen's meeting. She suggested that if there are not enough members there, the matter should be tabled. Mr. Hoffman said he would be there. Mr. Richards will be there. Mr. Moffett said he will make every effort to attend.

MOTION: That we accept the Town Planner's draft for the RFP as discussed and amended to be presented to the Board of Selectmen at their next meeting.
Richards / Kapelner / Unanimous

MOTION: To postpone the rest of the agenda to the next meeting.
Richards / Rumore / Unanimous

V. ADJOURNMENT:

MOTION: To adjourn the meeting.
Kapelner / Richards / Unanimous

The meeting was adjourned at 7:25 p.m.

Respectfully submitted,

Marlene Bauer
Recording Secretary