

**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, November 17, 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

Chairman Eric Moffett called the meeting to order at 6:00 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:

One change was made: Page 2, before last paragraph should read "The First Selectman had a open discussion regarding procedures within the EDC."

MOTION: To approve the minutes of October 20, 2014 as amended..
Hoffman / Kapelner / Unanimous

IV. GENERAL DISCUSSION:

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

The EDC members reviewed and discussed a proposed letter to be sent along with the certificates of appreciation to the various businesses. A few minor changes were made.

MOTION: To accept the letter as changed.
Richards / Hoffman / Unanimous

Discussion - Criteria/RFP for Economic Development Consultant

Chairman Moffett said he went to the Board of Selectmen meeting to discuss the RFP. He said it was stated that this consultant would report to the Board of Selectmen and not the EDC. Mr. Hoffman said it has been made clear that Laurie Whitten and Denise Menard would handle the RFP.

Ms. Whitten said it is a procedure that was put in place that an RFP has to go through the First Selectman's office. We don't do the hiring. She said she thought that this person is going to work with the EDC.

MOTION: To close out our involvement with the EDC coordinator. We have fulfilled our requirement in support of EDC in the matter of the RFP and close out our RFP.
Richards / Hoffman / Unanimous

Signs at Newberry and Thompson Roads

Mr. Richards said he is getting calls from businesses that the sign on Newberry Road was trashed. It was hit by a truck. Ms. Whitten noted that the sign was on DOT land. She said that sign was never really approved. She said she will investigate if we can get a DOT permit and if it is permitted in zoning. Directional signage is the only off-site signage allowed. She said it might need to go to ZBA.

Mr. Richards said the sign on Thompson Road is on the land that the former East Windsor Restaurant was on. He said let's find out what we can and can't do and discuss it once we know.

Discussion on Economic Development Issues

Mr. Hoffman said he was concerned about how we operate on the commission. He joined the EDC in February of this year. At that time it was agreed that he should go to companies and interview the managers. He said he thought he had the agreement from the whole commission. Mr. Moffett said we like what Mr. Hoffman did. Mr. Kapelner said the consultant will now be handling this. Mr. Hoffman felt that they should have a set of written rules. Ms. Whitten noted that they looked at by-laws from other towns but never adopted any by-laws. She passed out copies of the EDC ordinance which explains the duties of the EDC.

Mr. Richards said he went with Laurie Whitten to the Tobacco Valley Economic Development Forum. He said it was an excellent workshop.

Ms. Whitten distributed copies of a newspaper article saying that STR was sold to SBS USA Realty LLC

V. ADJOURNMENT:

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

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

Respectfully submitted,

Marlene Bauer
Recording Secretary