

**Town of East Windsor**  
**Economic Development Commission**  
11 Rye Street  
Broad Brook, CT. 06016

**Regular Meeting**  
**Monday, May 15, 2017**  
Town Hall Meeting Room, 6:00 p.m.

\*\*\*\*\* *Draft Document subject to Commission Review/Approval*\*\*\*\*\*

**Members Present:** Eric Moffett (Chairman), Gil Hayes, William Kehoe, and Nicholas Laskos

**Members Absent:** All Commission members were present.

**Guests:** Laurie Whitten, Town Planner.

Chairman Moffett called the Meeting to order at 6:05 p.m.

**ESTABLISHMENT OF QUORUM:**

A quorum was established with four Regular Members present.

**PUBLIC PARTICIPATION:** None.

**APPROVAL OF MINUTES/ April 17, 2017 REGULAR MEETING:**

Approval postponed to the next meeting.

**GENERAL DISCUSSION:**

- **MMCT – Commercial Recreation:**

Town Planner Whitten reported that people who oppose the casino filed a petition with the Board of Selectmen (BOS) to require the Town to pass an ordinance requiring the licensing of gaming facilities in East Windsor; along with the ordinance the opposition proposal required a referendum regarding the proposed casino. The BOS set a Town Meeting, at which time the proposal for the ordinance and the referendum were discussed and voted on by residents and/or taxpayers in East Windsor. The result of the vote for establishment of the ordinance, and the referendum, failed 2 to 1. Discussion followed regarding the vote, and the bills currently before the Legislature.

Town Planner Whitten reported the Planning and Zoning Commission is working on possible changes to the HIFZ (Highway Interchange Floating Zone) which is a floating

**East Windsor Economic Development Commission**  
**Regular Meeting – May 15, 2017**  
**Meeting Minutes - Draft**

zone applicable to any development which occurs in the area between Exits 44 and 46 of I-91. The potential changes would produce a better product to streamline and improve the development process within the HIFZ area.

- **Warehouse Point Rezoning**

Town Planner Whitten reported a recent two hour walking tour of the Warehouse Point area was productive. The tour was part of the Transit Oriented Development (TOD) plan for Windsor Locks; participants in the walk included staff from both the Town and the DOT. The POCD (Plan of Conservation and Development) is proposing to close a portion of South Water Street from Bridge Street to minimize truck traffic; the long term goal would be to create a bike/pedestrian path along the waterfront. The group also looked at the Blue Ditch, from its point of entry along the Enfield town line to its discharge into the Connecticut River. The Blue Ditch is essentially a large swale which floods constantly; there is no formal drainage associated with the ditch. They also visited a couple of large undeveloped parcels located within the Warehouse Point area.

Town Planner Whitten reported the proposed round-about is just one of the many components of potential development in the area.

Town Planner Whitten plans to hold another local workshop in mid-June. DOT is also planning a workshop in June regarding development of the Montgomery Mill, which is part of the TOD project. CRCOG continues to work on selecting a consultant for the Route 5 Corridor study.

Town Planner Whitten reported the Planning Department didn't receive funding via the 2017 – 2018 budget for the Warehouse Point study. Traffic will increase with, or without, the casino. Any development of the old Walmart building and the cinema property will increase traffic.

Town Planner Whitten reported East Windsor has taken steps to provide for its citizens during a disaster. The town is working with a group called CT Rises which comes in after the disaster subsides and helps with getting the community back up and running after a disaster.

- **Incentives:**

- 

The Commission suggested they would like to develop an independent Economic Development website, as they feel there should be more emphasis on welcoming business to East Windsor. Discussion followed regarding their concept for the site; they are looking for ease of use for the potential business person or developer, including easy access to the land use application forms, a description of the tax incentive for business development, and links to other useful websites. The site should begin with a "Welcome to East Windsor" message, and list the top 10 reasons for bringing a business to town.

**East Windsor Economic Development Commission**  
**Regular Meeting – May 15, 2017**  
**Meeting Minutes - Draft**

Town Planner Whitten suggested the addition of a development specific business friendly EDC page to the Town's website, as the addition could occur quickly and many of the forms mentioned by the Commission are already posted to the Planning Department page. The Commission reviewed the current Town website. The Commission felt a separate Economic Development listing should be included in the menu choices under the left sidebar; ideally, that choice should be at the top of the menu for browsing ease. While the EDC is listed as a link under the Planning Department page that link includes commission data but lacks development information, although there is a separate page outlining the commercial development process.

The Commission discussed potential cost, funding, creation/initial design, and ongoing maintenance. The Commission estimated a setup fee of \$2000 - \$2500, with annual maintenance estimated to be \$20/year plus an hourly charge for updates as needed. Mr. Hayes recalled the Commission had voted to seek funding for its own website. It was noted the Planning Department currently lacks staff for site maintenance; it was suggested that those duties be included in the job description for the Economic Development Coordinator. Town Planner Whitten will research the process for seeking site vendors.

- **Job Description – Full-time Economic Development Coordinator:**

The Commission discussed the current relationship in which a consultant works on projects as assigned. The Commission discussed working on development of the Route 140 and Route 5 corridors as a future project. The Commission suggested the Permitted Use Table should be added to the EDC website.

Discussion continued regarding the need to hire an Economic Development Coordinator whose duties include marketing East Windsor by reaching out to potential businesses or developers. The Commission reviewed a job description provided for them; each member will offer revisions for the next meeting.

- **Discussion on CERC**

Town Planner Whitten noted renewal of membership in CERC is currently pending. She reviewed the benefits of membership. She noted listings of local properties are available via other options; development of a local list under an EDC page requires staff research, including permission from the owner for the listing, and continuing maintenance. She suggested CERC's option for a real estate search engine may be the website the Commission discussed earlier. Discussion continued regarding the cost vs. the return on that expenditure.

**MOTION:** To NOT FUND CERC membership for 2017 – 2018.

Hayes moved/Kehoe seconded/**DISCUSSION:** See comments above.

**VOTE:** In Favor: Unanimous: Hayes/Kehoe/Laskos/Moffett

**East Windsor Economic Development Commission**  
**Regular Meeting – May 15, 2017**  
**Meeting Minutes - Draft**

- **Discussion of Economic Development Issues:**

Discussion items for next meeting:

- Discuss revised Economic Development Coordinator job description
- Discuss progress towards separate EDC website
- Update on the RFP process regarding an EDC website.

**ADJOURNMENT:**

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

Kehoe moved/Hayes seconded/VOTE: Unanimous

Respectfully submitted:

---

Peg Hoffman, Substitute Recording Secretary, East Windsor Economic Development Commission.