

**Town of East Windsor
Economic Development Commission**

11 Rye Street
Broad Brook, CT. 06016
Website: <http://www.eastwindsorct.com>

Regular Meeting
Monday, June 18, 2018
Town Hall Meeting Room, 6:00 p.m.

Meeting Minutes

**** These Minutes are not official until approved at a subsequent meeting****

Economic Development Commission

Eric Moffett, Chairman
William Kehoe, Gil Hayes, Nicholas Laskos, Bob Lyke

Members Present: Eric Moffett (Chairman), Gil Hayes, William Kehoe, Nicholas Laskos, and Bob Lyke, Jr.

Members Absent: .All members were present/

Guests: Laurie Whitten, Town Planner; Andy Hoffman, Board of Selectman liaison to the Economic Development Commission; Jim Richards, Executive Director, East Windsor Chamber of Commerce.

Chairman Moffett called the Meeting to order at 6:00 p.m.

ESTABLISHMENT OF QUORUM:

A quorum was established as all Regular Members were present.

PUBLIC PARTICIPATION: No one.

APPROVAL OF MINUTES/ May 21, 2018 REGULAR MEETING:

MOTION: To APPROVE the Minutes of the Economic Development Commission Regular Meeting dated 21, 2018 as corrected.
Page 3, continuation of discussion of CERC Proposal – Assistance with separate EDC Website, closing paragraph: “.....My Lyke noted East Windsor’s location along the **Education KNOWLEDGE** Corridor.....”

Lyke moved/Laskos seconded/**DISCUSSION:** None.

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VOTE: In Favor: Unanimous (Moffett/Hayes/Kehoe/Laskos/Lyke)

GENERAL DISCUSSION/CERC Proposal – Assistance with separate EDC Website:

Town Planner Whitten reported that Ms. Colcord, Municipal Services Associate, Connecticut Economic Resource Center (CERC) has provided the Commission with an e-mail indicating the status of her work, which includes an inventory of commercially listed properties, and a list of current business properties with contact information. Ms. Colcord has indicated that creating the business list is more time consuming than anticipated; she continues to work on that segment of the project. Chairman Moffett noted he and Selectman Hoffman had requested a timeline of project benchmarks, including the anticipated completion and live dates for the website.

Town Planner Whitten referred to the map prepared by Ms. Colcord, which identifies and references the location of several parcels of available commercial real estate. Discussion followed regarding the need for the contact information to initiate discussion of marketing methodology.

The Commission felt Ms. Colcord's primary work should be to populate the EDC website, followed by assistance with creation of the Economic Development Coordinator job description. Selectman Hoffman suggested the Commission should meet with the Board of Selectman on a monthly basis to promote the Economic Development Coordinator.

Discussion returned to Ms. Colcord's timeframe for assistance. Selectman Hoffman cited the previous target was that the website would be completed by July and would go live by mid-August. Chairman Moffett and Mr. Lyke suggested the Commission needs to develop a marketing plan to promote the website.

Chairman Moffett and Selectman Hoffman requested an updated timeline regarding Ms. Colcord's progress and anticipated project completion.

GENERAL DISCUSSION/ Job Description – Full-time Economic Development Coordinator:

The Commission discussed development of the job description for the Economic Development Coordinator. Town Planner Whitten will request samples from Ms. Colcord for review at the next Commission Meeting.

GENERAL DISCUSSION/Discussion of Economic Development Issues:

Town Planner Whitten reported the Calamar project continues to move forward. They've graded the site and are installing elevator shafts this week. Selectman Hoffman indicated he understood they will need to break into the road to install utilities this week prior to the paving of North Road in July. Town Planner Whitten noted they will also be widening North Road to add another entrance lane as well.

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Mr. Lyke suggested the Commission needs to work on ideas to promote the center of Broad Brook as a destination. Town Planner Whitten suggested a large part of that would be associated with the resolution of the Broad Brook Mill. Selectman Hoffman reported the Mill Remediation Committee has contacted a soils expert associated with UCONN. Discussion followed regarding UTAS' intent to move chemical laden material from near the Mill building to a location near the church, the effect on the community (and specifically Broad Brook center) by that action, the cost of removal offsite, and methods of seeking resolution that would leave the Mill useable. The Commission discussed their involvement to support the Mill Committee; Selectman Hoffman welcomed the Commissioners to attend the Mill Committee meetings.

Town Planner Whitten reported the application for the casino continues at a Planning and Zoning Commission Meeting scheduled for Tuesday, June 19 at 6:30 p.m. at the Town Hall. She reported traffic issues continue to be a concern but would be reviewed at the State level.

ADJOURNMENT:

MOTION: To ADJOURN the Meeting at 7:25 p.m.

Lyke moved/Laskos seconded/VOTE: In Favor: Unanimous

Respectfully submitted:

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