

TOWN OF EAST WINDSOR
ECONOMIC DEVELOPMENT COMMISSION

11 RYE STREET, P.O. BOX 389
BROAD BROOK, CT 06016

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

Special Meeting Minutes
Monday, December 16, 2013

I. ESTABLISHMENT OF QUORUM

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

Also in Attendance: Laurie Whitten, Town Planner

Chairman Eric Moffett called the meeting to order at 6:00 p.m. at the 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 the November 18, 2013 meeting.
Nilsson / Rumore / Unanimous

IV. GENERAL DISCUSSION

Business Assistance Forum (BAF) / Meet & Greet – 1/30/2014

Ms. Rumore reported that she met with Victoria at Merlot on the Water. She said they had the date penciled in. We need to sign a contract with her. They agreed to keep the price the same as the last time the event was held there. It will be from 5:00 to 7:00 p.m., with a cash bar and hors d' oeuvres. Ms. Whitten thanked Ms. Rumore for doing the leg work. She suggested that Mr. Richards do an e-blast to the business owners.

Meeting Schedule for 2014:

The EDC members reviewed the proposed meeting schedule and made a few changes.

MOTION: To accept the meeting schedule for 2014 as changed.
Richards / Rumore / Unanimous

Plan of Conservation and Development (POCD)

Ms. Whitten indicated that there would be 3 POCD workshops in January. January 13th at 6:00 p.m. with Park & Rec will be held at the East Windsor High School cafeteria. January 23rd with WPCA at 6:00 p.m. will be held at the Park Hill community room. On January 28th at the regular meeting of the Planning & Zoning Commission they will have a POCD workshop to discuss housing. That will be held at the Town Hall meeting room. She noted that the Planning & Zoning Commission has allocated the second meeting of the month for POCD workshops.

Ms. Whitten passed out copies of a Housing Data Profile for East Windsor. She said a lot of the data can be included in the POCD. Mr. Richards referred to a section on affordable housing and said he thought that East Windsor has an over-abundance of affordable housing. Ms. Whitten said we are at 14% of affordable housing but we still promote it. She explained that affordable housing is meant for the workforce, for the standard working person. It is not for the poor. Mr. Richards said looking at the chart for median home values; East Windsor is still lower on values compared to Hartford County and Connecticut. Ms. Whitten said they want to have a broad base of housing availability. She suggested that the EDC members come to the January 28th POCD workshop at the Planning & Zoning Commission meeting. Mr. Kapelner felt that we are always trying to get East Windsor lower rather than higher. He said why don't we try to raise the level. He said we are in excess of what the State requires for affordable housing.

Ms. Whitten indicated that the PZC will be talking about housing and what type of housing they want to see. She noted that there are currently no assisted living facilities in town and felt that it should be addressed. Mr. Kapelner pointed out that they are within a few miles away; they are in the region. Ms. Whitten said a lot of people want to age in the same community where they lived. She said it is something that is good for the community and is needed. This will be discussed at the PZC meeting.

Mr. Moffett said that as a board they should come up with a mission statement. Mr. Richards said that the Town POCD tells us what the mission statement is. Mr. Moffett felt that as a board they should have their own mission statement so that they can promote who they are and what their goals are. Mr. Moffett pointed out that we don't have a good data base of the businesses in town. He noted that there are some computer programs that would allow us to compile a data base that would tell us where we are in relation to other towns. If we have a strategy with business development we can sit down with the PZC to say this is what we want to promote. He suggested that we spend some money on a data program. He said he heard of one program called ACT. Ms. Rumore pointed out that in insurance, they use the website Mantra which is free and deals with businesses. Mr. Richards said as far as the businesses, the Building Department has to issue CO's for the new businesses that come into town. He suggested getting this information from them and building our own data base. He said

instead of spending the money we have these resources. Mr. Richards said the POCD has a mission statement and the Town has a mission statement. He said at the last meeting one of the mission statements was to get more involved with the Bradley Airport corridor. Mr. Moffett said before we can sit down with the airport commission we need to know what is available. He said we don't have enough statistics to tell them here's where we are. Mr. Richards said the information is available here at the town hall. Ms. Whitten indicated that we are about to implement View Permit. Once that is in place, we will be able to get this data more readily. Mr. Kapelner asked about back data. Ms. Whitten said we are going to try to transfer the data from Cornerstone (the old program) to View. Mr. Nilsson suggested waiting about 6 months to get the new program going. Then we can start getting that information. Mr. Richards questioned why they haven't gotten reports on zoning enforcement. He felt they should have that in the packet.

MOTION: That we require that the Building Department provide us, in report form, with each CO for each business coming into town.
Richards / Kapelner

Discussion & Vote:

Mr. Moffett said he doesn't want to know about permits. He said that would be more of a workload for the town that doesn't provide the right information. Mr. Kapelner said he would like to see the total number of permits issued for both business and residential. Mr. Richards said we need to start somewhere. Ms. Whitten said she would investigate with the Building Department to see what information is available. Ms. Rumore said she can see both points. She agreed with Mr. Richards that we need to start somewhere and this is a start.

Vote: In Favor: Richards; Kapelner; Rumore
Opposed: Moffett; Nilsson

MOTION: That the Planning & Development Department provide us with available acreage for business.
Richards / Kapelner

Discussion & Vote:

Mr. Richards said he wants some direction. Ms. Whitten asked whether he wants land or listings. Mr. Richards said he wants both. Ms. Whitten said the listings are available on Site Finder. She said she would have to look at the aerial photos to see vacant properties. She noted that the aerials are done once every 3 years. She suggested that she would need to drive around to look for "For Sale" signs. Mr. Richards said find out what works and what doesn't. He said maybe later they can spend the money if needed.

Vote: In Favor: Richards; Kapelner; Nilsson; Rumore
Opposed: Moffett

Some further discussion was held regarding the Housing Data Profile. Mr. Kapelner questioned how we can support affordable housing units. He said if we try to grow this town for business let's try to promote the better housing. Mr. Richards questioned why we would encourage affordable housing if we don't have spots for it. Mr. Moffett said that we as the

EDC need to have as much information (such as this housing data). Once we have this information we can put a strategy together to go to the Bradley commission. He said the more information we have, the stronger a board we are. Mr. Richards said Denise Menard is on the council for the Ct Council of Municipalities. He suggested asking her to see what they can provide.

Mr. Moffett said he would like to see some form of sitting down with businesses. He said they really need to go out there and meet some of the businesses in town. Mr. Richards suggested having a lunch with a round table discussion, possibly every 3 months. Mr. Moffett said he would want to meet one on one with the businesses.

V. ADJOURNMENT:

MOTION: To adjourn. Kapelner / Richards / Unanimous

The meeting was adjourned at 8:07 p.m.

Respectfully submitted,

Marlene Bauer
Recording Secretary