

**Town of East Windsor
Economic Development Commission**

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

Regular Meeting
Monday, March 19, 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, Bob Lyke

Members Absent: All Members were present this evening.

Guests: Laurie Whitten, Town Planner; Andy Hoffman, Selectman, Liaison to the Economic Development Commission; Jim Richards, East Windsor Chamber of Commerce;

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

I. ESTABLISHMENT OF QUORUM:

A quorum was established as all five Regular Members were present.

II. PUBLIC PARTICIPATION:

Selectman Hoffman advised the Commission that the Board of Selectmen (BOS) had included in their budget a full-time Economic Development Director to start in July, 2019 at an annual salary of \$90,000. The Selectmen had discussed that the Economic Development Director should be given specific goals for each year, and perhaps should be paid an incentive for bringing in taxable assets. Selectman Szymanski had suggested the EDC should participate in writing up the job description.

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Chairman Moffett noted that it's been on record that the EDC wants a full-time Economic Development Director; the Commission will submit a job description to the BOS with recommendation to support that they hire the Economic Development Director.

Discussion followed regarding the timing of the full-time position request. Selectman Hoffman noted the decision of the BOS was unanimous to fund the position. Town Planner Whitten also noted that she had removed funding for an Economic Development consultant from her budget based on the funding request through the Selectmen's Budget; should that request be denied she has advised the BOS she would be requesting a return of the \$50,000 in her budget.

III. APPROVAL OF MINUTES/ February 26, 2018:

MOTION: To APPROVE the Minutes of the Economic Development Commission Regular Meeting dated February 26, 2018 as presented.

Lyke moved/Laskos seconded/DISCUSSION: None.

VOTE: In Favor: Unanimous

IV. GENERAL DISCUSSION:

Job Description – Full-time Economic Development Coordinator:

Town Planner Whitten reported CERC (Connecticut Economic Resource Center) would be available to assist with development of the Economic Development Coordinator job description; they would also assist with development of the labor workforce information and the separate Economic Development website. She reported she has reached out to a contact at CERC; they would be willing to meet with the EDC on March 28th after 2:30 p.m. Chairman Moffett felt that if the BOS is funding the request for this professional then CERC should meet with them; Selectman Hoffman felt the EDC should be part of that discussion.

Discussion followed regarding the function of CERC and the various associated organizations, including Metro Hartford, CEDA, and others. Town Planner Whitten noted CERC would assist with development of the workforce map, and help the Commission identify the economic drivers for East Windsor. She cited they'll be a resource to assist staff find the data. CERC provides networking opportunities as well.

MOTION: To APPROPRIATE \$650 for CERC.

Kehoe moved/Hayes seconded/DISCUSSION: None.

VOTE: In Favor: Unanimous

EDC members Hayes, Laskos, and Lyke, and Selectman Hoffman will be available to attend the CERC meeting.

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The Commission will work on the job description after meeting with the representative from CERC.

EDC Bylaws:

Members were provided with a copy of draft Commission bylaws at the meeting; they briefly discussed format and basic content. They requested copies of the draft East Windsor bylaws, and other town samples sent via e-mail.

Separate EDC Website:

The Commission has shown an interest in developing a separate website; they look to the Simsbury EDC website as an attractive and welcoming model. Mr. Lyke suggested focusing on East Windsor's position within the knowledge corridor; he suggested we also need to concentrate on helping existing businesses stay in East Windsor as well as seeking new businesses. East Windsor's geographical location to multiple transportation sources – I-91, Bradley Airport, Skylark Airport, the rail line – should be emphasized. Links should be provided to the East Windsor Chamber of Commerce and the Tobacco Valley Chamber. Investigate the windshield tour being created by the East Windsor Historical Preservation Commission as a link as well.

Mr. Kehoe suggested the Town's permitting process should be included in the website information. Permit forms, associated fees, and department contact information should be included. It was felt the Selectmen's Office should be the contact point for initial inquiries by interested parties.

CERC Membership:

See motion under previous discussion item: **Job Description – Full-time Economic Development Coordinator:**

Discussion of Economic Development Issues:

Mr. Lyke provided photos he took while attending the demolition ceremony hosted by MMCT. Mr. Lyke wanted to personally thank Representatives Chris Daley, Carol Hall, and Senator Tim Larson for their support of the third casino in East Windsor.

V. ADJOURNMENT:

MOTION: To ADJOURN this Meeting at 7:45 p.m.

Lyke moved/Kehoe seconded/DISCUSSION: None.

VOTE: In Favor: Unanimous

Respectfully submitted,

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