

**Town of East Windsor  
Economic Development Commission**

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

**Regular Meeting  
Monday, May 21, 2018**  
Planning Office, 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), Nicholas Laskos, and Bob Lyke.

**Members Absent:** Gil Hayes, William Kehoe. .

**Guests:** First Selectman Robert Maynard, Selectman Andy Hoffman, Board of Selectmen liaison to the EDC; Sadie Colcord, Municipal Services Associate, Connecticut Economic Resource Center (CERC); Jim Richards, Executive Director, East Windsor Chamber of Commerce

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

**ESTABLISHMENT OF QUORUM:**

A quorum was established with three Regular Members present.

**MOTION: To RECESS this Meeting at 6:05 p.m. and RECONVENE the Meeting in the Town Hall Meeting Room.**

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

**East Windsor Economic Development Commission  
Regular Meeting – May 21, 2018  
Meeting Minutes -**

**PUBLIC PARTICIPATION:**

No one requested to speak.

**APPROVAL OF MINUTES/ April 16, 2018 REGULAR MEETING:**

**MOTION: To APPROVE the Minutes of the Economic Development Commission  
Regular Meeting dated April 16, 2018 as presented.**

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

**VOTE: In Favor: Unanimous**

**GENERAL DISCUSSION:**

**CERC Proposal – Assistance with Separate EDC Website:**

First Selectman Maynard introduced Sadie Colcord, Municipal Services Associate for CERC (Connecticut Economic Resource Center); Ms. Colcord has joined the Commission this evening to discuss the services CERC can provide the EDC. Also available via phone was Courtney Hendricson, Vice President of Municipal Services for CERC. First Selectman Maynard reported that he and Ms. Hendricson have signed a contract through the end of Fiscal Year 2018 (June 30<sup>th</sup>); under that contract CERC will move forward to develop a specific Economic Development Commission website which will be integrated with East Windsor's Town website provided by Virtual Town Hall. In conjunction with the website development CERC will visit businesses and develop an inventory of developable properties.

First Selectman Maynard provided the Commission with a prototype of a redesigned East Windsor website. Chairman Moffett indicated that websites today are geared to be viewed via cell phones or I-Pads rather than computers; the messages are more visual, offering the visitor a snapshot of a town's points of interest or information choices. The Commissioners viewed various websites to compare the presentation as viewed by the computer user vs. cell phone. Chairman Moffett indicated Economic Development information should be an information choice; he suggested the home page should include a specific button – at the top of the menu choice - to link the visitor to the EDC webpage. The pages should also be populated with the inventory list, application forms, and information on local tax incentives. Discussion continued regarding the roles of CERC and Virtual Town Hall in development of the EDC website. The anticipated timeframe for development of the website is seven to twelve weeks; the Commission looks forward to completion of the EDC website by July, with an August 2018 introduction to the public.

Selectman Hoffman suggested the Commission should return to the Board of Finance to give a monthly report on the Town's progress with CERC's assistance, and the value of those services. Mr. Lyke suggested the report should be submitted to the Board of Selectmen as well. Selectman Hoffman and the Commission agreed that they should develop a five year plan for economic development, setting milestones along the way to measure progress. Discussion

**East Windsor Economic Development Commission  
Regular Meeting – May 21, 2018  
Meeting Minutes -**

followed regarding the potential for commercial development along Route 5 and Route 140/North Road and I-91 while utilizing planned development to retain East Windsor's farming community. Mr. Lyke noted East Windsor's location along the Education Corridor. The Commission discussed the development of the Montgomery Mill apartments in Windsor Locks and the impact on development within the Warehouse Point Village.

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

The Commission agreed to continue working on the job description for the Economic Development professional, while making monthly progress reports to the Board of Selectmen and the Board of Finance to support the benefit of this position.

**Discussion of Economic Development Issues:**

Mr. Lyke noted First Selectman Maynard had reported on MMCT Venture's pending application dates at a recent Board of Selectmen's Meeting. First Selectman Maynard concurred, a Public Hearing will be held on May 30<sup>th</sup> for the Inland Wetlands Application, while a Public Hearing will be held on June 13<sup>th</sup> for the Planning and Zoning Application. First Selectman Maynard noted detailed plans will be filed for the Building Permit. Discussion followed regarding staffing assistance to complete inspections/review in a timely manner.

Mr. Richards advised the Commission of two pending Chamber of Commerce events.

- June 12<sup>th</sup> – Golden Gavel Auctions will receive the Business of the Year Award, event to be held at Elisabeth's Restaurant (4 Prospect Hill Road).
- September 18<sup>th</sup> – East Windsor Chamber of Commerce will be hosting the Tobacco Valley Chamber Meeting.

**ADJOURNMENT:**

**MOTION: To ADJOURN the Meeting at 7:55 p.m.**

**Laskos moved/Moffett seconded/VOTE: In Favor: Unanimous**

Respectfully submitted:

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