

**Town of East Windsor
Economic Development Commission**

11 Rye Street
Broad Brook, CT. 06016

Regular Meeting
Monday, November 18, 2019
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

Gil Hayes

Bob Lyke

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

Members Absent: .All members were present/

Guests: Maria Rumore, Town Planner Ruben Flores-Marzan, First Selectman Robert Maynard, Selectman-Elect Sarah Muska, and Selectman-Elect Charles Nordell.

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 requested to speak at this time; general discussion occurred throughout the meeting.

APPROVAL OF MINUTES/ October 21, 2019:

MOTION: To APPROVE the Minutes of the Economic Development Commission Regular Meeting dated October 21, 2019 as presented.

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

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

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ESTABLISH 2020 MEETING DATES – possibly move to first Tuesdays in 2020:

At the previous Economic Development Commission (EDC) Meeting Commissioner Lyke had asked if Commission Meetings could be held on another night as he has conflicts with other Commissions meeting on the third Monday evenings. Review of meeting schedules for other Boards and Commission has found the first Tuesday to be currently available. Amanda Calve, Administrative Assistant to the Planning Office, provided the Commission with a proposed 2020 Meeting Schedule based on the first Tuesday monthly.

MOTION: To APPROVE the 2020 Meeting Schedule for the Economic Development Commission as proposed for the first Tuesday of each month.

Lyke move/Hayes seconded/

DISCUSSION: Chairman Moffett requested elimination of the August 4, 2020 Meeting as Commission members traditionally take vacations during that period.

MOTION: To APPROVE the 2020 Meeting Schedule for the Economic Development Commission as proposed for the first Tuesday of each month, *with the elimination of the August 4, 2020 Meeting.*

Lyke move/Hayes seconded/DISCUSSION: Nothing further.

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

GENERAL DISCUSSION/Updates/A. Website:

First Selectman Maynard used the Smartboard to give a presentation of the current status of the Economic Development Commission webpage. The page opens with drone footage of the East Windsor Industrial Park, with background music. First Selectman Maynard noted he continues to work on populating each of the information, or content, buttons – ***Business, Data, Community, Connect.*** First Selectman Maynard suggested the EDC web page could include a short promotional video of Town Planner Flores-Marzan extolling the benefits of East Windsor.

Chairman Moffett suggested the EDC webpage should include the application forms for the various development options, and should promote a 90 day application process. Town Planner Flores-Marzan and First Selectman Maynard noted the forms are currently available under the Planning Department webpage, and can easily be moved over to the EDC webpage. Also available is a flowchart of the development process for the Inland Wetlands Commission and the Planning and Zoning Commission; that document can be included as well.

Discussion continued regarding population of the information. The Commission suggested perhaps the promotional presentation should be made by the First Selectman, and should include phone numbers of the First Selectman and his Assistant for contact information. The promotional video should be included under the ***Connect*** button.

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First Selectman Maynard suggested a link to the GIS to populate the **Data** button. The GIS provides the user with property locations, size, zoning data, and property owner information.

Commissioner Lyke suggested the Commission could then concentrate on developing videos of a sampling of local businesses for the **Business** button.

The Commission continued review of the current Town website as it relates to the secondary pages. The Town homepage includes data buttons as well, one of which is “**Businesses**”, which then directs the user to information regarding the Economic Development Commission specifically. The Commission requested that the Town homepage “**Businesses**” button should direct the user to the Economic Development webpage.

Chairman Moffett requested a status update on the **Connect** and **Data** buttons for the December EDC Meeting.

Chairman Moffett cited East Windsor’s prime geographical location midway between New York and Boston, and the proximity to both I-91 and Bradley Airport. Commissioner Lyke suggested including the reference to the Knowledge Corridor, which is the area described by Chairman Moffett. Chairman Moffett cited the Commission’s intent to attract businesses from outside the state as well as locally; he suggested including a map locating East Windsor on a scale of several hundred miles would enable someone out of state to understand the significance of East Windsor’s geographical location. The **Data** bullet should show the population of various towns and cities in proximity to East Windsor. Commissioner Hayes suggested the data should also include the workforce availability.

Discussion then turned to available funding, either through the Planning Department budget or the EDC specific line item funding, for further construction of the EDC webpage and continuing maintenance and updating of the data.

GENERAL DISCUSSION/Updates/B. General Discussion:

MOTION: To APPROVE the May 20, 2019 Regular Minutes of the Economic Development Commission as posted with the Town Clerk.

Hayes moved/Lyke seconded/DISCUSSION: None.

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

LET THE RECORD SHOW Commissioner Lyke left the meeting at 6:40 p.m.

With regard to general Planning updates, Town Planner Flores-Marzan cited construction continues to progress on the Calamar (Senior Apartments) project on North Road. He also noted he continuously gets calls and e-mails from national commercial developers expressing interest in East Windsor. The Commission discussed the availability of developable properties within the Warehouse Point area. First Selectman Maynard noted many of those properties have been identified as part of the Warehouse Point TOD (Transit Oriented Development) Study. With the

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continuing development of the apartments in the Montgomery Building in Windsor Locks and the upgrading of the adjacent rail line Chairman Moffett envisions Warehouse Point as a walkable community which provides easy access to restaurants and businesses for residents of the apartments. He questioned if the current use of the Town Hall Annex is the best use of the parcel, as it sits in the middle of downtown Warehouse Point. Would apartments be a better revenue producing use, and how do current zoning requirements relate to that location? It was noted the State is no longer pursuing the development of a rotary between North and South Water Streets.

The Commission noted receipt of a recent update on the Route 5 Corridor Study, and how the findings relate to economic development. The report cites the bottleneck in East Windsor created by the two lane traffic which causes significant traffic delays. Both South Windsor and Enfield have developed four lanes along Route 5; both towns are experiencing greater development than East Windsor. First Selectman Maynard also noted existing problems with outdated signalization equipment along Route 5. The Commission discussed opportunities for increasing representation with DOT.

The Commission discussed development along Route and its impact on Route 140. Commissioner Hayes suggested East Windsor lacks walk-in medical facilities; residents currently need to go to Enfield or Ellington for medical assistance. Commissioner Hayes felt pursuing some type of walk-in medical facility within the Warehouse Point area would be beneficial to the residents.

Town Planner Flores-Marzan suggested the EDC should meet with the Planning and Zoning Commission to discuss development concerns.

ADJOURNMENT:

MOTION: To ADJOURN the Meeting at 7:20 p.m.

Hayes moved/Moffett seconded/DISCUSSION: None.

VOTE: In Favor: Moffett/Hayes

Respectfully submitted:

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