

**Town of East Windsor
Economic Development Commission**

11 Rye Street
Broad Brook, CT. 06016

**Special Meeting
Tuesday, February 16, 2021
6:00 p.m.**

Meeting held via ZOOM Teleconference
Meeting ID: 250 722 574
Town Hall closed to the Public by
Executive Order of First Selectman Bowsza
due to Coronavirus pandemic

Meeting Minutes

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

Economic Development Commission

Gil Hayes
Bob Lyke, Jr.
Bob Maynard
James Richards
Maria Rumore

Commissioner Hayes called the February 16, 2021 Special Meeting of the East Windsor Economic Development Commission to Order at 6:00 p.m. The Meeting is being held via teleconference due to closure of the Town Hall to the public as the result of the coronavirus epidemic.

Please note, the Economic Development Commission thanks Melissa Maltese, Director of Recreation and Community Services, for use of her ZOOM account this evening.

Please also note, Election of Officers is anticipated to occur this evening. All members will be referred to as Commissioners in transcription until a vote is considered and passed.

Members Present: Gil Hayes, Bob Lyke, Jr., Robert Maynard, Jim Richards, and Maria Rumore, Alternate.

Members Absent: All Regular and Alternate Members were present this evening.

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Guests: Clark Chapin, Director of Planning and Community Development, Marie DeSousa, Board of Selectman liaison to the Economic Development Commission, Noreen, and Lynn Stanley.

Also present was Ruthanne Calabrese, Staff Liaison to the Economic Development Commission.

ESTABLISHMENT OF QUORUM:

A quorum was established with all Regular Members present.

MOTION: To MAKE Marie Rumore a Regular voting member this evening.

Richards moved/Lyke seconded/DISCUSSION: None.

VOTE: In Favor: Hayes/Lyke/Maynard/Richards
(No one opposed/No Abstentions)

Commissioner Hayes introduced Clark Chapin, Director of Planning and Community Development, who is also the Town Planner. Director Chapin summarized his past career accomplishments prior to joining East Windsor. Commissioner Hayes welcomed Director Chapin to the community; he indicated the Economic Development Commissions wants to be a proactive Commission and work with Director Chapin and the Board of Selectmen. Director Chapin noted the Economic Development Commission is one of six the Planning Department staffs; either he, or EDC Liaison Calabrese will attend Commission meetings.

Commissioner Lyke suggested moving Approval of the January 5, 2021 Meeting Minutes up in the Agenda order as the Commission has several agenda items to discuss this evening.

MOTION: To MOVE Approval of Minutes, January 5, 2021 to be heard next.

Lyke moved/Maynard seconded/DISCUSSION: None

VOTE: In Favor: Hayes/Lyke/Maynard/Rumore
Opposed: No one
Abstained: Richards

APPROVAL OF MINUTES/January 5, 2021:

MOTION: To APPROVE the Minutes of the Economic Development Commission Regular Meeting dated January 5, 2021 as presented.

Lyke moved/Maynard seconded/DISCUSSION: Commissioner Hayes asked if there were any corrections; no one responded.

VOTE: In Favor: Hayes/Lyke/Maynard
Opposed: No one acknowledged opposition

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Abstained: No one noted their abstention

Commissioners Richards and Rumore didn't acknowledge a vote.
The motion passed 3 in favor

AFFIRM 2021 MEETING DATES:

Commissioner Hayes noted the Commission had voted on the 2021 Meeting dates previously; he is requesting reaffirmation of the approved 2021 EDC Meeting schedule – see Attachment A. Commissioner Hayes indicated he had discussed the scheduling process with Town Clerk Lam. If the Commission reaffirms the Meeting Schedule as previously approved the next meeting date would not be within 30 days of the date proposed, therefore the March 2nd, 2021 Meeting of the Economic Development Commission would be posted as a Special Meeting.

Commissioner Hayes called for a motion to reaffirm the 2021 Economic Development Commission.

MOTION: To AFFIRM the approval of the 2021 Economic Development Commission Meeting dates as being the first Tuesday at 6:00 p.m.

Lyke moved/Hayes seconded/DISCUSSION: Commissioner Lyke clarified that the March 2, 2021 Meeting would be a Special Meeting, Regular Meetings would resume with the April 6, 2021 Meeting. Commissioner Lyke suggested the Meeting Schedule should reflect that the meetings are being held remotely rather than at Town Hall. Commissioner Maynard advised the Commission he has a conflict with meeting on the first Tuesday, as he is also a member of the (Hartford Foundation) Greater Together Committee which is an advisory committee assisting local people or organizations apply for grants. Commissioner Maynard indicated he will not be able to attend the March 2, 2021 Meeting; he requested the Commission consider changing its meeting schedule to the third Tuesday monthly. Commissioner Hayes questioned if the Greater Together Committee has a sunset date? Commissioner Maynard indicated the Greater Together Committee will be ongoing.

Commissioner Lyke called the question on the vote.

VOTE:
In Favor: Lyke/Richards/Rumore
Opposed: Maynard
Abstained: Hayes

The motion to retain the Economic Development Commission 2021 Meeting Schedule as the first Tuesday monthly at 6:00 p.m. passed 3 to 1.

ELECTION OF OFFICERS

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Commissioner Hayes called for a nomination for Chairman.

Commissioner Maynard nominated Commissioner Hayes for Chairman; Commissioner Lyke seconded the nomination.

Commissioner Hayes called for other nominations; no other nominations were made for Chairman.

MOTION: To CLOSE the nominations.

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

VOTE: **In Favor:** Maynard/Lyke/Hayes
 Opposed: No one acknowledged opposition
 Abstained: No one acknowledged they abstained.

Commissioners Richards and Rumore didn't acknowledge a vote.
The motion passed 3 in favor

MOTION: To APPOINT Gil Hayes as Chairman of the Economic Development Commission.

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

VOTE: **In Favor:** Lyke/Maynard/Hayes
 Opposed: No one acknowledge opposition
 Abstained: No one acknowledged they abstained.

Commissioners Richards and Rumore didn't acknowledge a vote.
The motion passed 3 in favor

Chairman Hayes called for nominations for Vice Chairman

Chairman Hayes nominated Commissioner Lyke for Vice Chairman of the Economic Development Commission; Commissioner Maynard seconded the nomination.

Chairman Hayes called for other nominations; no other nominations were made.

MOTION: To CLOSE the nominations.

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

VOTE: **In Favor:** Lyke/Maynard/Hayes
 Opposed: No one acknowledged opposition
 Abstained: No one acknowledged they abstained.

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Commissioners Richards and Rumore didn't acknowledge a vote.
The motion passed 3 in favor.

MOTION: To APPOINT Bob Lyke as Vice Chairman of the Economic Development Commission.

Hayes moved/Maynard seconded/DISCUSSION: None.

VOTE: **In Favor:** Lyke/Maynard/Hayes
 Opposed: No one acknowledge opposition
 Abstained: No one acknowledged they abstained.

Commissioners Richards and Rumore didn't acknowledge a vote.
The motion passed 3 in favor.

Discussion followed regarding the procedures for the votes as they are occurring; Vice Chairman Lyke felt votes not acknowledged should be recorded as abstentions.

Vice Chairman Lyke also noted he has requested permission to record this meeting from the host, but has not received a response. EDC Liaison Calabrese noted she has e-mailed the host as well but has not received a response either. Vice Chairman Lyke requested the record show the February 16th 2021 Meeting of the Economic Development Commission is not being recorded for public viewing at this time.

Chairman Hayes requested nominations for Secretary.

Chairman Hayes nominated Maria Rumore for Secretary; Vice Chairman Lyke seconded the nomination.

Commissioner Rumore declined the position of Commission Secretary but nominated Commissioner Richards for Secretary of the Economic Development Commission, Vice Chairman Lyke seconded the nomination. Commissioner Richards accepted the nomination, noting he is not a recording secretary.

MOTION: To CLOSE the nominations.

Lyke moved/Hayes seconded/DISCUSSION: None.

VOTE: **In Favor:** Lyke/Maynard/Hayes/Rumore
 Opposed: No one acknowledged opposition
 Abstained: No one noted their abstention

Commissioner Richards didn't acknowledge a vote.

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MOTION: To APPOINT Jim Richards as Secretary for the Economic Development Commission.

Hayes moved/Lyke seconded/DISCUSSION: None

**VOTE: In Favor: Maynard/Lyke/Hayes/Rumore
Opposed: No one acknowledged opposition.
Abstained: No one noted their abstention.**

Commissioner Richards didn't acknowledge a vote.

The slate of officers appointed for 2021 for the Economic Development Commission is:

Gilbert Hayes, Chairman
Robert Lyke, Vice Chairman
James Richards, Secretary

REVIEW BYLAWS:

Secretary Richards suggested this would be a long discussion; he suggested the Commission consider this discussion during the March 2, 2021 Meeting.

MOTION: To POSTPONE the Bylaw review until the Commission's March 2, 2021 Meeting.

Richards moved – no second; the motion dies.

EDC Liaison Calabrese noted this is one of the remaining items related to the Commission's annual meeting. She also noted this is a Special Meeting; she didn't feel the agenda can be changed.

Chairman Hayes began review of the bylaws:

Section 1 – Purpose and Authorization – no changes

Section 2 – Name of the Agency – no changes

Section 3 – Office of Commission – no changes

Section 4 – Membership

Vice Chairman Lyke referenced subsection 4.2, noting vacancies shall be filled by the Chief Executive Authority/Board of Selectmen. Vice Chairman Lyke noted the Commission has requested appointment of additional members by the Board of Selectmen. Secretary Richards felt the appointment should follow the Charter.

See additional discussion on page 7 regarding Section 4-2 requested by Commissioner Rumore.

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Section 5 – Officers and Their Duties – no changes

Section 6 – Staff and their Duties – no changes

Section 7 – Election of Officers and Commission Member Vacancies – no changes

Section 8 – Meetings

Regarding the scheduled date of the Economic Development Commission Commissioner Maynard noted the Bylaws currently reflect “meetings will be held on the third Monday of each month at 6:00 p.m. or as determined by the annual schedule approved by the Commission unless otherwise scheduled”; Commissioner Maynard questioned the need to revise the language. Discussion continued regarding the need to physically change the meeting cycle in the Bylaws.

MOTION: To CHANGE the reference to the meeting dates in the Bylaws to the first Tuesday of each month at 6:00 p.m.

Richards moved/Lyke seconded/*DISCUSSION:* Nothing further

VOTE: In Favor: Rumore/Richards/Maynard/Hayes/Lyke
(No one opposed/No abstentions)

Section 4 – Membership (second discussion)

Commissioner Rumore requested to return discussion to Section 4.2 – Membership – “Vacancies in the Commission shall be filled for the unexpired term...” Commissioner Rumore questioned the term limits? Commissioner Maynard cited the Ordinance under which the Economic Development Commission was created sets membership terms, and limits each term to four (4) years. Chairman Hayes suggested he’ll research the Commission’s term limits and provide Commissioner Rumore a more definitive answer at the next meeting.

Commissioner Rumore then referenced Section 4.5 – “...removal of any member who fails to attend three successive Regular Meetings or four Regular Meetings in a calendar year without good cause. Such request will be made only after a 2/3 vote of the entire Commission after public hearing.” Chairman Hayes noted the section also references the process for removal. He noted the clarification “for good reason”. Chairman Hayes noted the current case of Commissioner Maynard, who also serves on another committee which is assisting other organizations seek grant funding; Chairman Hayes noted he also serves on the Greater Hartford Transit District.

Please note: The Recording Secretary signed out of the Economic Development Commission Meeting at 6:46 p.m. to transcribe the Board of Selectman Budget Workshop. It appears this meeting is now being recorded, further transcription will be taken from the recording.

Secretary Richards suggested continuing discussion on Section 4.5 until next month as well. He queried the Commission for other sections requiring change this evening. Chairman Hayes indicated he had other questions regarding bylaws, however he suggested that the Commission

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go forward together. Chairman Hayes indicated he'll do the best he can; he's a volunteer. Chairman Hayes felt the Commission, together, will get through this.

MOTION: To ACCEPT the Bylaws, as they are with the changes we've made, and we can continue discussion in the future so we can move on to the other matters on the Agenda.

Richards moved

Chairman Hayes requested Secretary Richards add the Commission's ability to amend the Bylaws as necessary. Secretary Richards suggested he'll make the amendment but was waiting for a second.

Chairman Hayes seconded Secretary Richards' original motion.

AMENDED MOTION: To ACCEPT the Bylaws, as they are with the changes we've made or amend as necessary during continued discussion in the future.

Richards moved/Hayes seconded/DISCUSSION: Vice Chairman Lyke would like to go back to Section 6, for that reason he'll vote against postponing discussion. Chairman Hayes noted there's a motion on the floor.

Secretary Richards withdrew his motion; Chairman Hayes withdrew his second.

Section 6 – Staff and Their Duties:

Vice Chairman Lyke suggested the commission needs to do some housekeeping on the Bylaws. He questioned that the Commission has ever had an Economic Development Director; if someone has been acting in that capacity the Commission has never discussed their duties. Secretary Richards suggested the Economic Coordinator's job description would be finalized by the Board of Selectmen; the Commission's job is to advise the Board what they feel is appropriate. Secretary Richards indicated he didn't oppose discussion but was trying to move this meeting forward as the Commission's time for this evening is running close to 7:00 p.m. Chairman Hayes concurred; polling the others Commissioner Maynard agreed to continued discussion at the next meeting; Vice Chairman Lyke concurred as well but suggested he felt it was important for the Commission to know its obligations and duties, such as training.

MOTION: To POSTPONE action on the Bylaws this evening and continue discussion at the Commission's March 2nd Meeting.

Lyke moved/no second at this point

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EDC Liaison Calabrese noted there are changes that the Commission wants to make to the Bylaws, such as the dates of your meetings. Then there are other issues as you read your bylaws that you like some clarification on – those can go on the next meeting's agenda – training, whether there's a limit on the terms. Chairman Hayes cited Section 13.1 – noting it's very hard to get membership on this Commission; EDC Liaison Calabrese concurred. Chairman Hayes read Section 13.1 noting "no regular or alternate member shall participate in any matters of interest to the commission in which he (or she for any member of his or her family) is directly or indirectly interested personally or financially. Chairman Hayes cited the Commission has a well-qualified candidate; her qualifications have been noted at a Board of Selectmen meeting; the position remains open, he'd like that candidate's qualifications discussed at the next meeting.

EDC Liaison Calabrese reiterated various items for discussion at the next meeting; she questioned if the Commission planned to approve any changes to the Bylaws this evening?

MOTION: To ACCEPT THE BYLAWS WITH THE CHANGES MADE TONIGHT, with the allowance to amend at future meetings.

Richards moved/Hayes seconded/DISCUSSION: Vice Chairman Lyke requested the motion be read; Secretary Richards reiterated his motion. Secretary Richards suggested this will allow the Commission to end this discussion tonight, continue discussion at the Commission's future meetings, which will allow the Commission to move on to the rest of tonight's agenda. EDC Liaison Calabrese requested clarification that what's being approved is the one change, which is the change of the Commission's meeting date from the third Monday to the first Tuesday? Secretary Richards replied affirmatively.

Vice Chairman Lyke requested to add "that these Bylaws can be amended by a 2/3 vote of the members present of the agency only after being read and discussed at a previous Regular Meeting; we can't do it tonight.

MOTION: To END THE DISCUSSION.

Richards moved/Rumore seconded/

Chairman Hayes called the question. The vote on the motion to accept the Bylaws with the changes made tonight, and moving on in the Agenda was as follows:

IN FAVOR: Richards/Rumore/Hayes/Maynard
OPPOSED: Lyke
ABSTAINED: No one.

PUBLIC PARTICIPATION:

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Marie DeSousa, 10 Rice Road, Broad Brook: Deputy First Selectman. DeSousa indicated she has a Board of Selectmen's Meeting coming up and she'll be signing off of this Meeting. Deputy First Selectman. DeSousa wanted to thank Chairman Hayes for saying you're willing to move forward in the best interest of the Commission.

Deputy First Selectman DeSousa asked that in their future review of the Bylaws they consider that review without having a set person in mind; the Bylaws must be expunged from any association; she doesn't want Bylaws that are driven by the specifics for any individual.

Deputy First Selectman DeSousa reiterated she must leave this meeting; she also requested a copy of the EDC Expenditures for 2016 – 2020 to review before the Minutes are posted.

Chairman Hayes called for additional Public Participation? No one requested to speak.

GENERAL DISCUSSION:

A. Website Status:

Commissioner Maynard indicated the EDC Website is ready to go. He noted he called First Selectman Bowsza on July 17th, 2020, 6 months ago. First Selectman Bowsza felt it would be in the best to go through the Planning and Development office and involve them in the EDC website before the EDC website is implemented. Since Clark Chapin is now in the Planning Department Commissioner Maynard indicated he'll contact Mr. Chapin and EDC Liaison Calabrese regarding his progress on the website. Chairman Hayes asked if Commissioner Maynard would be able to provide a demo of the website at a future EDC ZOOM Meeting.

Chairman Hayes thanked Commissioner Maynard for his hard work.

B. POCD Action Items:

EDC Liaison Calabrese indicated she has started review of the POCD action items. This Commission had intended to pick their top 3 to 5 items which would be the focus for this team. EDC Liaison Calabrese noted the first item in the POCD is to institute an **Implementation Committee**, which has not yet occurred. EDC Liaison Calabrese indicated she'll be attending the Planning and Zoning Commission Meeting next week to discuss moving forward on the Implementation team.

Secretary Richards indicated his main action item **was working on an implementation plan for the Route 140 corridor and convincing Connecticut Water Company to run a water line down along the sewer line.** Chairman Hayes recalled that at the time of the installation of the sewer it hadn't been cost effective for the Connecticut Water Company to run a line unless there was a developer willing to share the cost.

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Chairman Hayes indicated his focus has been on **Greater Hartford Transit to bring a bus route to East Windsor.** He recalled they had a route coming into Broad Brook for a very short time but the ridership didn't materialize. Greater Hartford Transit Jitterbug buses would only follow a DOT route, which we don't have. Secretary Richards concurred. Chairman Hayes noted that prior to COVID 10% of East Windsor's population lives in Millpond Village; without a car they can't get out to go to their jobs.

Vice Chairman Lyke acknowledged the importance of Secretary Richards's interest in the Northern Business Corridor/Route 140. Vice Chairman Lyke indicated he has a similar interest in **the development of the Route 5 Corridor – down Prospect Hill Road and South Main Street.** He cited a few considerations for future development included the availability of infrastructure, present construction, transportation, involvement of DOT. Vice Chairman Lyke cited the existence of a Route 5 Corridor Study Committee. He referenced the POCD, page 6, noting one of the action plans is creating an Implementation Committee with the Planning and Zoning Commission and the Board of Selectmen, the Town Planner, and the Town Engineer. Vice Chairman Lyke indicated he would volunteer to participate in the Implementation Committee if the EDC were allowed to have a liaison on that Board.

Secretary Richards cited his concern - is East Windsor picking up the traffic coming out of South Windsor and utilizing it? Secretary Richards cited the development of the Sports Complex in Windsor Locks; he's been in contact with First Selectman Kervick regarding how East Windsor will benefit from that complex regarding hotels, etc. Secretary Richards suggested when the State revamps the roads East Windsor must make sure they don't cut people off from coming to East Windsor across the Windsor Locks bridge. Vice Chairman Lyke cited the lack of installation of a natural gas line and water line when the sewer line was installed on the Route 140; if that had occurred we'd be in a different ballgame.

C. EDC Expenditures for FY 2016-2020:

Chairman Hayes turned discussion over to Secretary Richards. Secretary Richards cited his concern was why there were no expenditures from the EDC budget in the last 3 years? He's trying to investigate the aerial videographer's fee. Secretary Richards suggested the lack of expenditures has reduced the EDC's budget. He cited the focus over the past several years has been on hiring an Economic Development Coordinator; he suggested funding for that position, which he estimated to be \$150,000, would have to be a Town job, funding for which would come out of the Town budget.

Secretary Richards cited the need for the Commission to find ways to promote East Windsor, as we had in the past.

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Chairman Hayes cited after reading this material he would suggest the EDC create a Finance Subcommittee or Finance Coordinator, which would be allowed under Section 14.1 of the Commission's Bylaws. Chairman Hayes thanked Secretary Richards for bringing this to the Commission's attention; he suggested Secretary Richards, acting as the Finance Coordinator, could bring financial items to the Commission's attention for review at each meeting. Secretary Richards felt he could fulfil those duties as the Secretary for the Commission. Vice Chairman Lyke cited that while the Board of Selectmen provide the Commission's budget the responsibility for oversight lies with the Commission.

D. General Discussion:

Chairman Hayes thanked Alternate Member Rumore for continuing on with the Commission.

Vice Chairman Lyke suggested the meeting tonight has been much more cohesive; he appreciates the participation of all the members and the representatives from the Planning Department. Vice Chairman Lyke cited the need for the Commissioners to recruit qualified volunteers to fill the current vacancies, and to encourage the Board of Selectmen to make appointments. Director Chapin suggested he and EDC Liaison Calabrese had been taking notes during the meeting; they'll continue working with the Commission. Director Chapin also noted he felt the meeting was now being recorded.

Secretary Richards wants to urge the Commission to develop a program to encourage people to eat out. He cited past efforts included free advertising space in the Journal Inquirer and the North Central News.

ADJOURNMENT:

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

Maynard moved/Richards seconded/VOTE: In Favor: Unanimous

Respectfully submitted:



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

ATTACHMENT:

A – Economic Development Commission approved/reaffirmed 2021 Meeting Schedule



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Economic Development Commission

11 Rye Street, Broad Brook, CT 06016
860.623.6030

**Economic Development Commission
2021 Meeting Dates***

Meeting Date*
January 5
February 2
March 2
April 6
May 4
June 1
July 6
No August meeting
September 7
October 5
December 7

*The Economic Development Commission meetings are held on the first Tuesday of each month at 6:00 P.M. at the East Windsor Town Hall, 11 Rye Street, Broad Brook, unless otherwise posted. **Meetings are presently being held via ZOOM; see link on agendas**