

**Town of East Windsor  
Economic Development Commission  
11 Rye Street  
Broad Brook, CT 06016**

**Special Meeting  
Tuesday, November 10, 2021  
6:00 p.m.  
(In-person)**

**AND**

Meeting held via ZOOM Teleconference  
Meeting ID: 714 897 1799

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

**I. Time and Place of Special Meeting:**

James Richards (in-person) called the November 10, 2021 Special Meeting of the East Windsor Development Commission to Order at 6:00 p.m. The meeting is being held in-person in the Town Hall Meeting Room, and remotely via the ZOOM link noted above.

**Members Present:** Regular Members Gil Hayes (remotely), Jim Richards and Brian Turley (in-person).

**Members Absent:** Regular Members Robert Lyke, and Robert Maynard.

**Guests:** None were present.

**Advisory Present:** Ruthanne Calabrese, Town Planner and Staff Liaison to the Economic Development Commission, and, Sabohat Maniscalco, Recording Secretary.

**II. Establish Quorum:**

James Richards noted the Regular Member Brian Turley and himself were present in-person; and, Chairman Gilbert Hayes was present remotely. Regular Members Lyke and Maynard are absent.

**MOTION:** To APPOINT Regular Member Richards as Acting Chairman this evening.

**Brian moved/Richards seconded/DISCUSSION:** None.

**VOTE:** In Favor: Unanimous  
(No One Opposed/No Abstentions)

East Windsor Economic Development Commission  
Special Meeting -November 10, 2021  
ZOOM Teleconference  
Meeting ID: 714 897 1799  
MEETING MINUTES/MEETING NOTES

III. **Pledge of Allegiance:**

Everyone stood to recite the Pledge of Allegiance.

IV. **Added Agenda Items:**

None.

V. **Public Participation:**

None.

VI. **Approval of Minutes and Meeting Dates:**

1. Approval of September 7, 2021 meeting notes.

**MOTION: To APPROVE the Minutes of the Economic Development Commission Regular Meeting dated September 7, 2021 as presented.**

**Brian Turley moved/Gilbert Hayes seconded/DISCUSSION: None**

**VOTE: In Favor: Unanimous  
(No One Opposed/No Abstentions)**

2. Proposed Meeting Dates.

Economic Development Commission 2022 Meeting Dates\*

Meeting Date*	
January 4	July 5
February 1	August 2
March 1	September 6
April 5	October 4
May 5	November 8
June 7	December 6

\*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, Rye Street, Broad Brook, unless otherwise posted.

East Windsor Economic Development Commission  
Special Meeting –November 10, 2021  
ZOOM Teleconference  
Meeting ID: 714 897 1799  
MEETING MINUTES/MEETING NOTES

Gilbert Hayes moved/Brian Turley seconded/DISCUSSION: It was suggested to change May 5<sup>th</sup> meeting to May 3<sup>rd</sup>.

**MOTION: To APPROVE the Meeting Dates of the Economic Development Commission as amended to change May 5<sup>th</sup> to May 3<sup>rd</sup>.**

**VOTE: In Favor: Unanimous  
(No One Opposed/No Abstentions)**

**VII. General Discussion/Updates:**

**a. Any Updates on disbursement of APR funds.**

James Richards: The First Selectman, Jason Bowsza has updated us on APR funds and that things are going as planned. I also have a hard copy of the APR file report. I will also put a list of businesses and condense it for the next month's meeting to discuss it.

**b. Metro Hartford Alliance – Ride along – Gilbert Hayes**

Gilbert Hayes: I have joined the alliance to understand their core mission. It was organized by the Metro Hartford Alliance. Ruthanne Calabrese will share more information about it including the concept plans for the suitable projects as parcels to our application for the Town.

Ruthanne Calabrese: The Metro Hartford Alliance toured the Town with Jason Bowsza, me, Gilbert Hayes and Mike D'Amato to see developable properties. Jason Bowsza and Town Staff identified the properties that were developed into site portfolios for each site. We, Planning and Development, have the first draft (of Zoning regulations) to be presented to the Planning and Zoning Commission that would allow for a planned commercial development. So we could start looking at the potential for development. The plan would give the Commission the concept idea that we could turn into a master plan for approval to be executed in phases. Additionally, we have to account for zone changes or appropriate with zoning and building planning for the Town.

James Richards: Are the identified parcels or the properties on the market?

Ruthanne Calabrese: Some of them are and some of them are not. You could see the full information on our Town's website portal.

James Richards: Will the realtors be able to see these properties, so we could promote these properties?

Ruthanne Calabrese: Yes.

Gilbert Hayes: I want to thank the First Selectman's Office for putting it all together. And, if we could get it all going towards the right direction it would be very beneficial for the Town.

**East Windsor Economic Development Commission  
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c. Update on combined meeting of POCD Implementation Group-James Richards.

James Richards: I believe it was a very good meeting for all the groups. It was clearly identified where the Commercial Zoning and Residential Zoning were and the concept of open space for the Town.

Ruthanne Calabrese: It was really informative to share our thoughts and learn information about the Town's properties.

James Richards: It was a well-combined effort that we could get together and look into all properties.

Brian Turley: So, we would know the properties and their land parcels?

Ruthanne Calabrese: Yes.

d. Discussion and possible action on using EDC Funds:

James Richards: I would like to put the East Windsor Economic Commission and East Windsor Chamber of Commerce to promote 2022 Even Celebrating Business together.

Ruthanne Calabrese: It sounds like advertising?

James Richards: Yes, it is a mutual partnership and working towards the goal of celebrating the Town's celebration.

James Richards: Jason Bowsza stopped by to inform us about the 2022 celebration of Parks and Recreation. I also want to add the celebration of welcoming the new businesses into our Town. We should be start working on it now so we plan it for April. We could find out the cost and the location. We could include the businesses that are new or expanded. We could approach Merlot to sponsor the event. We could also invite our State Senators to do the presentations.

Gilbert Hayes: I know that the Economic Development Commission partnered with Merlot in the past. My past experience with the Chamber Members was not mutually well accepted. I just want to point out that we are the Economic Development Commission and our goal is to foster the economic development compared to Chamber of Commerce. We need to identify the cost and the location.

Ruthanne Calabrese: Yes, we should plan a significant event that would support to funding the EDC budget.

**VIII. ADJOURNMENT:**

James Richards adjourned the meeting at 6:42 p. m.

Respectfully submitted:

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Sabo Maniscalco, Recording Secretary, East Windsor Economic Development  
Commission