



# Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

## Economic Development Work Group

Monday, June 25, 2018

7:30am

Main Meeting Room, Town Hall, 933 Hopmeadow Street

## SPECIAL MEETING AGENDA

Call to Order

- 1) Public Audience
- 2) Discussion on Economic Development Commission Ordinance
- 3) Minutes of May 30, 2018

Adjournment



**Draft Ordinance**  
**Chapter \_\_\_\_**

**Economic Development Commission**  
**June 19, 2018**

**Section \_\_\_\_ . Establishment**

Pursuant to the provisions of section 7-136 of the Connecticut General Statutes and Chapter VI, Section 609 of the Town Charter, the Board of Selectmen hereby creates, by ordinance, an Economic Development Commission. Pursuant to Section 609 of the Town Charter, the membership, terms, duties and responsibilities, not inconsistent with the Town Charter or state law are hereby established. Hereinafter, the Simsbury Economic Development Commission will be referred to as the "Commission."

**Section \_\_\_\_ . Purpose of Commission**

The Commission shall serve as an advisory board to the Board of Selectmen and the Town Manager. The purpose of the Commission shall be to promote and develop the economic resources of the Town and to advance the Town's economic development goals as defined by the Board of Selectmen. The Commission shall be empowered to conduct research into economic conditions and trends, and to collaborate with community organizations which promote economic development.

**Section \_\_\_\_ . Appointment of Members**

a) **Voting Members.**

1. The Economic Development Commission shall consist of seven (7) voting members who shall be Electors of the Town and appointed by the Board of Selectmen. Each member shall be appointed to three year terms.

At the time of establishment of the Commission three (3) members shall be appointed to two (2) year terms and four (4) members shall be appointed to three (3) year terms. Thereafter, all terms shall be for three (3) years.

2. Any vacancy on said Commission shall be filled by appointment of an elector of the Town by the Board of Selectmen for the unexpired portion of the term.
3. Member appointments are intended to be non-partisan and based on qualifications and experience as it relates to economic development. Member qualifications and experience may be further defined by a separate resolution of the Board of Selectmen. Voting members shall not be elected officials of the Town, nor full-time or part-time benefits eligible employees of the Town.

**Comment [CME1]:** Cheryl/Eric: Three or four years terms?

- b) **Non-Voting Members.** The Town Manager shall be an ex-officio member of the Commission with full participation rights, but will not have the ability to vote on Commission matters. Other ex-officio members may be added by a separate resolution of the Board of Selectmen.

**Section \_\_\_\_ . Organization**

- a) **Chair and Vice Chair.** On or before the thirty-first day of October each year, the members of the Commission shall meet and elect from among the appointed members a Chair and Vice Chair.
- b) **Administrative Support.** The Town Manager’s Office will provide administrative and technical support to the Commission. The Town Manager in his or her discretion may assign other staff persons as needed to provide administrative and technical support as needed.
- c) **Meeting Schedule.** Regular meeting schedules shall be established annually and filed in accordance with Connecticut General Statutes.
- d) **Quorum.** The presence of four (4) members of the Commission shall constitute a quorum to take action. No action shall become valid unless authorized by a vote of the majority of the total membership present and voting.

**Section \_\_\_\_ . Reports**

On or before the thirty-first day of October each year, the Commission shall prepare and submit to the Board of Selectmen an annual report of its activities and, if applicable, recommendations for improving the economic condition and development of the Town. The Commission may be asked from time to time to present more frequent reports of its activities and to appear before the Board of Selectmen to report on those activities.

**Comment [CME2]:** Reasons for late October:  
1) Past vacation season, more likely to achieve a quorum  
2) Past TMO staff annual professional development conference/travel  
3) Potential budgetary recommendations (in advance of budget prep)  
4) Timing of FOIA requirements for determining a regular meeting schedule  
5) Would be consistent with timing of selection of chair and vice chair as noted above under "Organization."

**Section \_\_\_\_ . Expenses**

- a) **No Compensation, Reimbursement of Expenses.** Members of the Commission shall receive no compensation for their services. However, members shall be reimbursed for necessary expenses incurred in the performance of their official duties, when such funds are available in the Town’s approved budget and authorized in advance by the Town Manager.
- b) **Commitment of Town Funds.** In the performance of its duties, the Commission shall not incur any expense, or obligate the Town to pay any expense, unless funds have been appropriated by the Town specifically for the use of the Commission and authorized in advance by the Town Manager.

**Section \_\_\_\_ . Removal of Members**

- a) **Removal for Cause.** Any member of the Commission may be removed by the Board of Selectmen, upon the recommendation of the Town Manager, for cause. Such member will be afforded an opportunity for a public meeting with the Board of Selectmen prior to a final decision being made regarding their status for removal. The purpose of the public meeting is to give the member an opportunity to be heard in person before the Board of Selectmen prior to a final decision being made.
  
- b) **Removal for Absences.** Any Commission member who is absent from more than fifty (50) percent of Commission meetings during any twelve (12) month period may be removed from the Commission, and the vacancy shall be filled by the Board of Selectmen. An exception may be granted by and at the discretion of the Town Manager due to a member's illness or other exigent circumstances.

**Section \_\_\_\_ . Invalidity**

If any part, subsection, sentence, clause, phrase or other portion of this Chapter is, for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed to be a separate, distinct and independent provision and such holding shall not affect the validity of the remaining portions hereof.

**Effective Date:** \_\_\_\_\_

**Public Hearing:** \_\_\_\_\_

**Adopted:** \_\_\_\_\_

**Published:** \_\_\_\_\_

**Town Clerk Attest:** \_\_\_\_\_

*Separate Resolution of the Board – Not to be Included in the Ordinance*

**7 Member Slots as Follows:**

- (1) Member representing the Main Street Partnership
- (1) Member representing the Simsbury Chamber of Commerce
- (1) Member representing the Simsbury development community, commercial or residential
- (1) Member representing the Simsbury business community
- (1) Member with land use or architectural expertise
- (1) Member with marketing, public relations, or communications expertise
- (1) Member with tourism expertise

**Ex-Officio Member Slots as follows (in addition to Town Manager, by Ordinance):**

- (1) Member of the Board of Selectmen
- (1) Member of the Planning Commission
- (1) Member of the Zoning Commission

**Comment [CME3]:** Cheryl/Eric: Work group hasn't fully answered the question of what to do with the Tourism Committee. We flagged a member spot, but they could have an ex-officio slot. Larger issue of whether that group should be fully folded into the EDC initiative remains unresolved.



# Town of Simsbury

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SIMSBURY, CONNECTICUT 06070

## **Economic Development Work Group**

Wednesday, May 30, 2018

7:30 a.m.

Main Meeting Room, Town Hall, 933 Hopmeadow Street

## **SPECIAL MEETING AGENDA**

**Members Present:** Cheryl Cook, Eric Wellman

**Staff Present:** Maria Capriola, Melissa Appleby, Mike Glidden

**Guests Present:** Sarah Nielsen, Dave Balboni, Gus Jasminski, Bruce Elliott, Melissa Brett, Larry Kiel, Steve Antonio, Bob Sawyer

The meeting was called to order at 7:33am.

### **1) Public Audience**

Mr. Wellman thanked the group for attending the meeting to share their feedback on the framing of the new economic development commission. He noted that the meeting was intended to be informal and to collect ideas as the Board of Selectmen develops the economic development commission ordinance.

Mr. Jasminski said that it is important to identify specific objectives, such as number of jobs, or increased tax revenue. He noted that the Town has never had a formal plan for economic development, or a program to market to potential new businesses.

Ms. Nielsen said that one obstacle is sewer. Mr. Jasminski agreed, noting that the regulations are opaque. Mr. Jasminski said that the Town is reactionary; instead of proactively identifying what we are looking for, we just say "yes" or "no" to development on a case-by-case basis.

Mr. Elliott said that we need a unified sense of direction, and that all stakeholders should be on the same page regarding our challenges and objectives. Mr. Balboni said that we need to anticipate changes in trends, such as technology, and be willing to accept those changes.

Ms. Brett said that we should not forget about existing businesses, which can act as cheerleaders that encourage and educate new businesses. She expressed her belief that the new economic development commission drive the vision for economic development, and that it not be added as another step in the approval process. Mr. Wellman agreed, stating that he envisions the economic development commission functioning at a strategic level.

Mr. Wellman asked how the Board of Selectmen and economic development commission can best support existing businesses. Ms. Nielsen and Ms. Brett discussed parking issues

downtown, the challenges of one-way streets, restrictive sign regulations, and the challenges presented by weekend events.

Mr. Kiel said that Board of Selectmen should drive the vision, and the economic development commission should be strategic about bringing in new business. Mr. Antonio said that the image of Simsbury is the local merchant, and that the new commission should help bring the community together through tourism and events.

Mr. Sawyer said that there are opportunities to collaborate with the Connecticut Economic Resource Center (CERC).

The group discussed the need to increase the use of administrative approvals so that applicants do not need to go to the Planning and Zoning Commissions for minor things, such as signage.

## **2) Discussion on Economic Development Commission Ordinance**

Ms. Capriola said that based on the feedback received thus far, staff will draft the ordinance in such a way that it will be higher level. She said that it will include details on the appointing authority, the number of members, and terms. In order to be responsive to the changing needs of the community, the specific types of membership slots will be determined by the Board of Selectmen. Other specific parameters, such as frequency of meetings, will also be determined by the Board of Selectmen. Staff will come up with sample language to include in the ordinance regarding the basic roles, responsibilities, and mission of the commission.

The group discussed the role of the Tourism Committee, and how it may function as a subset of the new economic development commission or continue as its own stand-alone Town committee.

## **3) Minutes of May 14, 2018**

The minutes of May 14, 2018 were approved as presented by consensus.

### **Adjourn**

The meeting adjourned at 8:56am.

Respectfully Submitted,

Melissa Appleby  
Deputy Town Manager