

**Economic Development Commission
Regular Meeting Minutes
December 8, 2016
"Subject to Approval"**

1. Call to Order

Kris Barnett, Vice-Chair, called the regular meeting of the Economic Development Commission to order at 7:30 a.m. on Thursday, December 8, 2016 in the Main Meeting Room of the Simsbury Town Offices located at 933 Hopmeadow Street, Simsbury, CT. The following members were also present: David Balboni, Carolyn Bligh, James Devivo, Tom Frank, David Moore and Allan Raphael. Also in attendance were Thomas Cooke, Director of Administrative Services and other interested parties.

2. Approval of the minutes – October 13, 2016

Commissioner Raphael made a motion to approve the minutes of the Regular Meeting of October 13, 2016. Commissioner Balboni seconded the motion. The motion passed. Commissioner Frank abstained from voting.

3. Announcements of resignations from EDC and Welcome to new members

Vice-Chair Barnett announced the resignations of Charles Minor and Christopher Meile from the Economic Development Commission. She announced the two new members Tom Frank and David Moore. Commissioner Frank said a few words on his background.

4. Review of letter received on 12/2 from Lisa Heavner, First Selectwoman and Sean Askham, BOS

Vice-Chair Barnett noted that she received a memo from Lisa Heavner and Sean Askham to the Economic Development Commission with the following recommendations:

- Charges to and goals of existing EDCs, including Commission deliverables
- Appropriate size of EDC membership
- Qualifications and expected time commitment from EDC members
- Frequency of meetings
- Length of terms, and

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- Any other practices which the current EDC believes should be considered by the Board of Selectmen

Vice-Chair Barnett asked attending Commission members to explain why they are interested in being a member and what their qualifications are for being on this Commission.

Members briefly gave their background and what their qualifications are for being on this Commission. Some members stated what they could do for the Economic Development Commission

Mr. Cooke stated that there is a State Statute that governs the establishment of Commissions and read a section of this Statute to members.

- Shall conduct research into the economic conditions and trends and its municipality
- Shall make recommendations to appropriate officials and agencies of the municipality regarding action to improve its economic condition and development
- Shall seek to coordinate the activities of and cooperate with unofficial bodies organized to promote such economic development
- May advertise and may prepare rent and distribute books and so forth, and
- Additionally, the commission shall annually prepare and transmit, to the legislative body of its municipality, a report of its activities and of its recommendations for improving such economic conditions and development

Mr. Cooke noted that there is a section to what the terms of the membership, vacancies that will to be filled, etc. He stated that these positions will be appointed.

Vice-Chair Barnett referenced the letter from the First Selectman and Sean Askham and wanted to know what the discussion was at the Board of Selectmen meeting regarding this letter. She questioned the expectations in terms of reporting back to the Board of Selectmen and if there was a deadline date.

Mr. Cooke noted that this is a work in progress to figure out a direction of the Economic Development Commission. The obligation placed on the Board of Selectmen to constitute an Economic Development Commission in the next term and to establish its roles and responsibilities. He noted that no date has been set for a completion of these “best practices” request.

Commission members discussed setting a due date to complete this request and then start to put a work plan together to meet that deadline. Also discussed was deciding on a project director that will manage through these goals, make assignments, assign work outside

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meeting time, meet deadlines and shape the agenda for the Economic Development meetings.

Commissioner Devivo stated that members of the Board of Selectmen should give more direction as to the intention of the Economic Development Commission going forward.

Members discussed a project manager and what the Board of Selectmen is expecting from the Economic Development Commission by October, 2017. It was also discussed to elect a new Chair and Vice-Chair for this Commission soon.

Commission members discussed adding to the January agenda the election of Chair and Vice-Chair and voting of a Project Manager.

Mr. Frank discussed deciding on the “best practices” as well as the other items on the list that will require research. He suggested assigning individuals to research and then discuss at the next meeting. Vice-Chair Barnett stated that some of this research has already been done by the Task Force.

Vice-Chair Barnett requested that members come to the next meeting with two or three towns that have successful economic stories.

Mr. Cooke will provide the Fairweather marketing study to members who need it.

Mr. Frank made a motion to be responsive to the request by the Board of Selectmen by the first meeting in October. Mr. Moore seconded the motion.

This motion was not voted on.

5. Discussion of 2017 EDC goals

Commission members discussed providing the guidance sought by the current Board of Selectmen.

Commissioner Frank made a motion to request a representative of the Board of Selectmen to appear at the next Economic Development Commission to explain the background of their request and what the Board of Selectmen intends to do with the work product. Commissioner Bligh seconded the motion. The motion passed. Commissioner Balboni abstained from voting.

Commission members discussed the request of the Board of Selectmen attending the next meeting. Mr. Cooke invited Commission members to the next Board of Selectmen meeting on Monday and express their concerns.

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Vice-Chair Barnett discussed the work of the Task Force and the report submitted to the Board of Selectmen for their review and vote.

6. Preliminary discussion of 2017 EDC budget requests

Vice-Chair Barnett noted the change in the budget for the next fiscal year. She stated that a copy of the budget has been distributed to members. Vice-Chair Barnett reminded members that Simsbury Main Street Partnership now reports to the First Selectmen's office.

7. Old/New Business

Mr. Cooke invited members of the Commission to attend the Council of Small Towns meeting on Economic Development on December 13. It will be in North Haven from 8:00 to 12:00 at the Library.

8. Adjournment

Commissioner Devivo made a motion for approval for adjournment at 8:55a.m.

Commissioner Balboni seconded the motion. All were in favor and the motion passed.

Respectfully submitted,

Leslie Brigham
Commission Clerk