

**CALL TO ORDER**

The Regular Meeting of the Economic Development Commission was called to order at 7:00 a.m. in the Main Meeting Room of the Simsbury Town Offices, 933 Hopmeadow Street. Present were: Chair Kris Barnett, Vice Chair Dave Moore and Commissioners Evelyn Golden, David Balboni, Thomas Frank, Mark Brady and Maura Fitzgerald. Thomas Cooke, Director of Administrative Services and Sarah Nielsen, Executive Director of the Simsbury Main Street Partnership, were also in attendance.

**APPROVAL OF MINUTES**

There were no changes to the March 9, 2017 Minutes as filed.

**UPDATE FROM THE FIRST SELECTWOMAN’S OFFICE – TOM COOKE**

Mr. Cooke provided copies of the First Selectwoman’s report for April 12, 2017 to the Commissioners. He reviewed items in the report, discussed the status of the town’s budget process and plans for a “Fundamentals of Economic Development” seminar conducted by the Connecticut Economic Resource Center, jointly sponsored by the First Selectwoman’s Office and the Economic Development Commission, to be held after conclusion of the budget process.

**REVIEW OF FOIA GUIDELINES**

Mr. Cooke discussed the Freedom of Information Act rules applicable to ex parte communications by Board and Commission members and asked that Commissioners communicate directly with him on matters that might come before the full Commission.

**DISCUSSION OF DUTIES AND RESPONSIBILITIES OF NEW ECONOMIC DEVELOPMENT COMMISSION**

Commissioner Frank presented a document entitled “Proposed NEDC Duties and Responsibilities” identifying potential duties and responsibilities for the Economic Development Commission appointed by the next Board of Selectmen as required by the changes made to the town Charter. The Commission discussed the resources currently available to support economic development and the potential need for additional resources to support the Economic Development Commission and overall economic development efforts in the future. The Commission also discussed the role of the new Economic Development Commission in reviewing proposed economic development projects and in advocating at the state level on legislation relating to economic development in Simsbury.

The Commissioners agreed to add an agenda item to the next meeting concerning a communication with the Board of Selectmen seeking clarity with respect to the economic development duties of the First Selectman/Selectwoman and the Town Manager under the new charter.

The Commissioners asked for information about the status of the town’s revisions to its Plan of Conservation and Development (“POCD”) and Mr. Cooke agreed to ask Jamie Rabbitt, Director of Planning and Community Development, to attend the next meeting to discuss the POCD status.

**Commissioner Moore moved for the adoption of the Proposed New Economic Development Commission Duties and Responsibilities as revised and Commissioner Fitzgerald seconded the motion. The motion passed with Commissioner Balboni abstaining. A copy of the Duties and Responsibilities as adopted is attached.**

#### **DISCUSSION OF MUNICIPAL GAIN ISSUES**

Mr. Cooke discussed an e-mail previously received from Commissioner DeVivo concerning a legislative effort to reduce the rights of municipalities to make use of municipally owned fiber-optic cable placed on telephone poles. Mr. Cooke noted that the legislation did not leave committee and is not moving forward. A discussion ensued concerning the potential value of a strong fiber-optic infrastructure to start-up and home-based businesses in Simsbury.

#### **ADJOURNMENT**

**Commissioner Moore moved the adjournment of the meeting. Commissioner Brady seconded the motion and it passed unanimously. The meeting adjourned at 8:37 a.m.**

Respectfully submitted,

Thomas F. Cooke  
Director of Administrative Services

## NEW ECONOMIC DEVELOPMENT COMMISSION DUTIES AND RESPONSIBILITIES

(Approved by current EDC on April 13, 2017)

1. Prepare a strategic plan for economic development and present it to the Board of Selectmen as soon as possible ... hopefully by mid-2018. This plan should provide strategic guidelines for economic development that is both feasible and desirable for Simsbury. **(mandated by Board of Selectmen)**
2. Conduct economic development research to analyze economic conditions in and around Simsbury; and to assess economic resources that may be available to support new development as well as existing businesses the town. **(required by statute)**
3. Co-ordinate activities of, and co-operate with, organizations such as Main Street Partnership, Simsbury Historical Society, Simsbury Chamber of Commerce and Farmington Valley Visitors Association. **(required by statute)**
4. Make recommendations, consistent with the NEDC's strategic plan, to officials and agencies in Simsbury, including the Town Manager, Board of Selectmen, Planning Commission, Tourism Committee, Design Review Board and Zoning Commission regarding action intended improve the town's economic condition and development. **(required by statute)**
5. Review new economic development projects, concurrently with other boards and commissions, and advocate at local and state levels for projects that have potential, consistent with Simsbury's Plan of Conservation and Development, to expand the town's grand list. **(historical precedent)**
6. Endeavor to assist and support economic developers in their attempts to initiate economic development projects in Simsbury. **(historical precedent)**
7. Prepare and present an annual report of the NEDC's activities and recommendations to the Board of Selectmen; the Planning Commission and any other boards, committees and commissions that have an interest in economic development. **(required by statute)**