



# Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

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## **Economic Development Commission**

Wednesday, December 15, 2021

5:30pm

**Virtual Format Only**

## **REGULAR MEETING AGENDA**

Call to Order

- 1) Housekeeping Items
  - a. Selection of Chair for November 2021 – October 2022 (current: Bob)
  - b. Selection of Vice Chair for November 2021 – October 2022 (current: Tom)
  - c. Liaison/Committee Appointments for November 2021 – October 2022
    - i. Zoning (current: Ron)
    - ii. Design Review (current: Bob)
    - iii. Sustainability Team Representative (current: Bob)
    - iv. SPIRIT (current: Tom)
    - v. Development Projects (current: Tom)
    - vi. Business Development Incentive Committee (current: Peter)
  - d. 2022 Regular Meeting Schedule – Frequency of Meetings
  - e. Status of Filling EDC Vacancy
  - f. Minutes September 22, 2021
  - g. Minutes of October 27, 2021
- 2) EDC 2021-2022 Work Plan Discussion and Assignments
- 3) Stakeholder and Liaison Updates
  - a. Main Street Partnership
  - b. Chamber of Commerce
  - c. Zoning
  - d. Design Review
  - e. Sustainability
  - f. SPIRIT
  - g. Development Projects
  - h. Other

Adjournment



# Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

**Economic Development Commission**  
**Regular Meeting**  
**Minutes - Draft**

Wednesday, September 22, 2021 at 5:30pm  
Held Virtually via Zoom

## **Call to Order**

The meeting was called to order by Chairman Bob Crowther at 5:32pm. Commission members Ron Jodice, Peter Van Loon, and Brooke Freeman were present. Ex officio members Bill Rice (Planning Commission), Jackie Battos (Board of Selectmen) were also present. Staff members in attendance included Melissa Appleby, Deputy Town Manager, Tom Fitzgerald, Management Specialist, and Andrew "Sherm" Sherman, Business & Career Center Coordinator. Also in attendance was Morgan Hilyard, Executive Director of Simsbury Chamber of Commerce.

## **1) EDC 2020 – 2021 Annual Report Preparation**

Mr. Crowther led the group through the revisions to the draft Annual Report of the Economic Development Commission. Mr. Crowther solicited feedback after reviewing the report slide by slide. Sherm stated that the Library and the SPIRIT Council have a strong relationship and to potentially include that in the report.

## **2) 2020-2021 EDC Work Plan Updates**

### **a) Marketing Project Update**

Ms. Freeman reported that there is no update at this time.

### **b) Business Outreach**

Mr. Crowther said that they are working to have more meetings set up and that the full group will be notified when the next one is so they can participate if they would like to.

### **c) Other**

Mr. Crowther asked about the timeline for potentially funding the co-working website. Ms. Appleby gave a status report that included how the ARPA Work Group is approaching their work and how funds will be distributed. She said that a potential funding source for this item is to be determined. Ms. Hilyard stated the Chamber has finalized a few project proposals, including the co-working website, and once funding is received they can start to move forward.

## **3) Stakeholder and Liaison Updates**

### **a) Main Street Partnership**

Mr. Crowther read an update from Ms. Nielsen into the record.

**b) Chamber of Commerce**

Ms. Hilyard said the Chamber is very busy. They recently had their Health Expo, hosted at Septemberfest, and they are planning for upcoming events in October on top of their normal business networking events. She mentioned the Chamber is still hearing that there is a lack of employees in the market and this is affecting businesses.

**c) Business & Career Center**

Sherm said the Library continues to receive large amounts of requests for outside groups to use the large meeting rooms and those rooms are now open to be used.

**d) Zoning**

Mr. Jodice said Zoning was quiet during the summer. Ms. Battos mentioned the Curaleaf expansion approved on Monday night.

**e) Design Review**

None

**f) Sustainability**

It was mentioned Sustainability and Clean Energy Task Force have been working together lately, and that there will be a proposal to the Board of Selectmen regarding a resolution declaring a climate emergency.

**g) SPIRIT**

Mr. Crowther stated that Mr. Tom Earl will be the SPIRIT liaison.

**h) Development Projects**

No update.

**i) Other**

None

**4) Minutes August 25, 2021**

Mr. Jodice made a motion to approve the minutes for the August 25, 2021 meeting as presented. Ms. Freeman seconded the motion. All were in favor and the motion passed unanimously.

**Adjournment**

Mr. Jodice made a motion to adjourn the meeting at 6:19pm. Ms. Freeman seconded the motion. All were in favor and the motion passed unanimously.

Respectfully submitted,  
Tom Fitzgerald  
Management Specialist



# Town of Simsbury

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SIMSBURY, CONNECTICUT 06070

**Economic Development Commission**  
**Regular Meeting**  
**Minutes - DRAFT**

Wednesday, October 27, 2021 at 5:30pm  
Held Virtually via Zoom

## **Call to Order**

The meeting was called to order by Chairman Bob Crowther at 5:35pm. Commission members Ron Jodice, Peter Van Loon, and Charmaine Seavy were present. Ex officio members Bill Rice (Planning Commission), Jackie Battos (Board of Selectmen) were also present. Staff members in attendance included: Maria Capriola, Town Manager; Melissa Appleby, Deputy Town Manager; Mike Glidden, Director of Planning and Community Development; and Andrew “Sherm” Sherman, Business & Career Center Coordinator. Also in attendance was Sarah Nielsen, Executive Director of Simsbury Main Street Partnership.

## **1) Development Update (Mike Glidden)**

Mr. Glidden gave a presentation that provided an overview of projects that are currently underway, including: 32 Iron Horse Boulevard (175 apartment units); 34 Hopmeadow Street (proposed self-storage plus the Curaleaf expansion); McLean (200,000 square foot expansion); Tractor Supply (former bowling alley location); Tower Ridge (disc golf course and restaurant space); Iron Horse Inn (conversion to apartments); and 20 Tariffville Road (self-storage).

Mr. Glidden also noted the following new business openings: Signature Wines; Bell and Raven; La Joya; Ana’s Kitchen; and Clean Juice. He also noted that a film was recently filmed in town at the Old Well Tavern and the Public Works facility. The film, “Banshee,” will be released in June 2022.

Mr. Glidden provided a summary of the permit activity for FY21. He said that the revenues for FY21 beat the prior highest year of FY19. Building permit revenues were \$1.3 million for FY21. He said that the town continues to see a surge in residential activity in FY22.

## **2) Housekeeping Items**

- a. Selection of Chair for November 2021 – October 2022 (current: Bob)**
- b. Selection of Vice Chair for November 2021 – October 2022 (current: Tom)**
- c. Liaison/Committee Appointments for November 2021 – October 2022**
  - i. Zoning (current: Ron)**
  - ii. Design Review (current: Bob)**
  - iii. Sustainability Team Representative (current: Bob)**
  - iv. SPIRIT (current: Tom)**
  - v. Development Projects (current: Tom)**

**vi. Business Development Incentive Committee (current: Peter)**

Items a-c were tabled due to the absence of two members.

**d. 2022 Regular Meeting Schedule**

The proposed 2022 meeting schedule was approved as presented by consensus.

**e. Status of Filling EDC Vacancy**

Ms. Capriola said that we are planning to repost the announcement for the current vacancy.

**f. Minutes September 22, 2021**

Mr. Jodice made a motion to approve the minutes as presented. Ms. Seavy seconded the motion. All were in favor and the motion passed unanimously.

**3) Finalization of EDC 2020-2021 Annual Report**

Mr. Crowther said that he would like to add the proposals from the Chamber of Commerce as an attachment to the report. This includes the co-working website proposal, Doing Business in Simsbury Guide, permitting guide, and tourism map.

**4) EDC 2021-2022 Work Plan Ideas**

The group reviewed the draft work plan. Mr. Crowther pointed out the new items, including: implementing a business visitation program for small and medium-sized businesses; creating and distributing a welcome packet for new businesses; and updates to the EDC section of the Town website. The group discussed the need to come up with specific ideas for the “supporting entrepreneurs” work stream.

**5) 2020-2021 EDC Work Plan Updates**

**a) Marketing Project Update**

Ms. Seavy reported that the next phase of the project has been initiated.

**b) Other**

None

**6) Stakeholder and Liaison Updates**

**a) Main Street Partnership**

Updates were provided under agenda item #1.

**b) Chamber of Commerce**

None

**c) Business & Career Center**

Mr. Sherman said that he has started running his programs in a hybrid format, such that individuals may participate in person or virtually.

**d) Zoning**

Mr. Jodice said that Zoning has been considering two state regulations. In regards to the legalization of marijuana, the Zoning Commission voted for a one-year moratorium on recreational facilities. In regards to accessory dwelling units, the Commission will be discussing whether to opt out or not at their meeting on November 15.

**e) Design Review**

None

**f) Sustainability**

Mr. Crowther said that Sustainability and the Clean Energy Task Force will be combining to form one committee.

**g) SPIRIT**

None

**h) Development Projects**

None

**i) Other**

Ms. Capriola said that a public hearing on the proposed short-term rental ordinance is scheduled for November 8 at 6:00pm.

**Adjournment**

Mr. Jodice made a motion to adjourn the meeting at 6:45pm. Ms. Seavy seconded the motion. All were in favor and the motion passed unanimously.

Respectfully submitted,  
Melissa Appleby  
Deputy Town Manager



# Town of Simsbury

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*Maria E. Capriola - Town Manager*

To: Trish Munroe, Town Clerk  
Cc: Economic Development Commission  
From: Maria E. Capriola, Town Manager  
Date: October 28, 2021  
Re: Economic Development Commission -2022 Regular Meeting Schedule

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At their meeting on October 27, 2021 the Economic Development Commission agreed by consensus to its regular meeting schedule for 2022. Meetings will be held monthly on the fourth Wednesday at 5:30pm unless otherwise noted below.

Meeting dates are as follows:

January 26, 2022

February 23, 2022

March 23, 2022

April 27, 2022

May 25, 2022

June 22, 2022

July 27, 2022

August 24, 2022

September 28, 2022

October 26, 2022

November 16, 2022 (third Wednesday due to proximity to the Thanksgiving holiday)

December 14, 2022 (third Wednesday due to proximity to the Christmas holiday)

The meetings will be held virtually or in a location to be determined. Meetings will be properly noticed in accordance with FOIA requirements.

**2021-2022 EDC Work Plan – ADOPTED**

Work Stream	Task	Person/People
Marketing	Complete marketing materials refresh for tourism, real estate, and business recruitment purposes.	Brooke Freeman, Charmaine Seavy  Staff: Sarah Nielsen
Business Outreach	Continue to conduct business outreach with large businesses.  Implement visitation program for EDC members with smaller and medium sized businesses. <b>NEW</b>  Collect and track feedback.	Bob Crowther, Charmaine Seavy, Tom Earl  Staff: Maria Capriola, Melissa Appleby, Mike Glidden, Tom Fitzgerald
Business Outreach <b>NEW</b>	Create welcome letter and/or packet for new businesses, collaborating with key stakeholders. Reach out to new businesses monthly.	<b>To be Determined</b>  Staff: Town Manager's Office, Sarah Nielsen, Morgan Hilyard
Business Outreach	Continue EDC member shadow program for development projects.	Tom Earl, Peter Van Loon  Staff: Mike Glidden
Support Entrepreneurs <b>NEW</b>	Create updates to the economic development portions of the Town's official website. Once complete, conduct quarterly audit of information for relevance and accuracy.	<b>To be Determined</b>  Staff: Melissa Appleby, Business and Career Center Coordinator
Support Entrepreneurs	Support infrastructure for entrepreneurs. Promote access to business resources, information, and infrastructure.	Peter Van Loon, Ron Jodice  Staff: Business and Career Center Coordinator