



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

Economic Development Commission **Special Meeting** **Minutes - APPROVED**

Thursday, December 27, 2018 at 5:30pm
Main Meeting Room, Simsbury Town Hall – 933 Hopmeadow Street

Call to Order

The meeting was called to order by Chairman Bob Crowther at 5:35pm. Commission members Peter Van Loon, Bill Freeman, Brooke Freeman, and Carrie Meckel were present. Ex officio members Eric Wellman (Board of Selectmen) and Bill Rice (Planning Commission) were also present. Staff members in attendance included Town Manager Maria Capriola, Deputy Town Manager Melissa Appleby, Director of Planning and Community Development Mike Glidden, and Assistant Town Planner Robin Newton. Guest in attendance included Lisa Gray, Executive Director for the Chamber of Commerce.

1) Guest Speakers: Mike Glidden, Director of Planning and Community Development & Robin Newton, Assistant Town Planner, *Review of Land Use and Permitting Processes*

Mr. Crowther explained that the Commission will hear presentations from various departments and groups over the next several meetings in order to become educated on Town operations and services. The first presentation will be an introduction from the Planning and Community Development department.

Mr. Glidden and Ms. Newton gave a presentation entitled “Land Development: Overview of Commission and Staff Roles.” This presentation included several topics, including an overview of the land use commissions, land use applications, relevant state statutes and timelines, public hearings versus administrative hearings, the post-approval permitting process, and the development process (i.e. inspection and monitoring).

Mr. Crowther asked whether staff envisions a role for the EDC in this process; staff indicated that it would be helpful to have the Commission review current processes and make recommendations for improvements.

2) EDC Work Plan

a) Assignment of work streams/teams

Mr. Crowther described his vision for developing the EDC work plan. This includes assigning two members to each of the four topic areas, with one member to be assigned as the primary lead. Each team will develop a plan for each topic area, which will be presented to the full commission. Mr. Crowther provided a sample draft related to business recruitment, retention, and outreach. The commission members agreed, by consensus, on the following assignments:

- *Business incentives* - Peter Van Loon (lead); Carrie Meckel; Maria Capriola (staff)
- *Strategic vision* - Ron Jodice (lead); Bob Crowther; Melissa Appleby (staff)
- *Business recruitment, retention, and outreach* - Bob Crowther (lead); Carrie Meckel; Mike Glidden (staff)
- *Support entrepreneurs/marketing* - Brooke Freeman (lead); Bill Freeman; Sarah Nielsen (staff)

Ms. Capriola noted that the work conducted by these smaller teams will be subject to the Freedom of Information Act requirements. The staff members assigned to each team can provide support with filing agendas and minutes, and facilitating the exchange of information through email in compliance with FOIA.

3) Housekeeping Items

a) 2019 Regular Meeting Schedule Update

Ms. Capriola noted that the December meeting was changed from the fourth Wednesday to the third Wednesday due to the Christmas holiday. In addition, the location of all regular meetings was moved to the Simsbury Public Library (Program Room 2) due to another commission being scheduled to meet on the same dates at 7:00pm in the Main Meeting Room.

b) Chamber of Commerce Government Affairs Committee

Mr. Crowther told the commission that he met with this group to discuss the new EDC and provide an update on the work plan. This committee meets the second Tuesday of every month, and Mr. Crowther plans to continue attending. He will also attend the Main Street Partnership meetings. He encouraged other members to attend these meetings if they are interested and available.

c) Reports/Updates to and from EDC, Planning, Zoning, and Board of Selectmen Liaisons

Mr. Van Loon said that the Business Development Committee is expecting a new application shortly. Mr. Rice said that the Planning Commission has updated and streamlined its subdivision regulations, and that the changes will go into effect on January 8, 2019.

4) Communications

a) Memo from M. Capriola to BOS, re: EDC Update, dated December 12, 2018

b) Memo from M. Capriola to M. Glidden, re: EDC Liaisons, dated December 11, 2018

Mr. Wellman noted that while liaisons are not expected to attend every meeting of the board or commission that they are assigned to, they should be generally aware of the activity going on and the work being conducted by the board or commission. He recommended that liaisons sign up to receive the relevant board or commission's agendas and minutes.

5) Minutes

a) November 27, 2018

Mr. Van Loon noted that his last name was spelled incorrectly throughout the document. With that noted change, Mr. Van Loon made a motion to approve the minutes as presented. Ms. Meckel seconded the motion. All were in favor and the motion passed.

Adjournment

Mr. Van Loon made a motion to adjourn at 6:45pm. Ms. Meckel seconded the motion. All were in favor and the motion passed.

Respectfully submitted,

Melissa Appleby
Deputy Town Manager