

From: Lois Laczko December 13, 2010 11:19:21 AM  
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To: SimsburyCT\_EconMin  
Cc:

ADOPTED

ECONOMIC DEVELOPMENT COMMISSION MINUTES  
November 4, 2010  
SPECIAL MEETING

1. Call To Order

Chairman Deming called the special meeting of the Economic Development Commission to order at 7:36 AM in the Main Meeting Room of the Simsbury Town Offices. Commission members Nancy Haase, Gary Dornbush, Kevin Crimmins and Lou George were present.

2. Approval of Minutes of October 14, 2010

Commissioner Haase made a motion to approve the October 14, 2010 as written. Commissioner Dornbush seconded the motion, which was unanimously approved.

3. Financial Modeling: Presentation by William Smith, Town Manager, Town of Granby: method, use and formula of financial modeling for the town.

Chairman Deming stated that the Town of Granby uses financial modeling; the Town Manager of Granby is here to make a presentation regarding this issue. Handouts were distributed to Commission members.

Mr. Smith, Town Manager of Granby, stated that this process goes back to the early 1980's; it was fostered by his office and several Board of Education, Board of Finance and Selectmen who were trying to move ahead with major capital projects, leaning on public comments regarding the impact of costs. He stated that they put together concepts with scenarios using Excel. It is easy to change certain things within each scenario if applicable.

Mr. Smith stated that a Capital Program Priority Advisory Committee was formed by the Board of Selectmen in the early 1980's. They wrote a mission statement and ranked projects. The projects are brought before this

Committee to be ranked. He stated that the annual calendar is also an important part of this process.

Regarding the spreadsheet that was distributed, Mr. Smith stated that this is a great tool his Town uses. He stated that they run scenarios with this, i.e. inflation, grand list growth. The variables are the key to this spreadsheet; projects or numbers can be plugged in directly. He stated that ongoing costs should also be inserted into this spreadsheet. Mr. Smith stated that this same spreadsheet that is used for the Town is used for the Board of Education.

Commissioner Dornbush questioned if the Town of Granby breaks the annual budget down on a monthly basis and tracks it. Mr. Smith stated that they prepare a monthly report for the Board of Finance and Board of Selectmen.

Mr. Smith stated that the Town of Granby has developed a Capital Non-Recurring Expenditure Fund. The Town puts money into this fund and they use it as needed in order to offset new projects.

Regarding the Board of Selectmen CPPAC Items handout, Mr. Smith stated that the Board of Selectmen has their own Capital projects. They use this same process. Ranking is done by Board of Selectmen. He stated that this is something that the Board of Selectmen does every year.

Once the Capital Program Priority Advisory Committee does their due diligence, Mr. Smith stated that they draw up with a Memo of Understanding. This memo gets concurrence of the members on the CPPAC; the Committee is made up of members of the Board of Finance, Board of Selectmen and the Board of Education. The construction of a Capital Committee is very important; it is very beneficial to the Town to have these three boards come together. Mr. Smith stated that the Statement of Commitment is the last step in this process. The three boards come together for a meeting and a resolution is passed for the Capital Committee recommendation. This Statement is signed off on, which is important because board members change but the commitment cannot be broken. Mr. Smith stated that the Statement is good for 5 years.

Commissioner Dornbush questioned if the Town of Granby has a defined contribution or defined benefit plan. Mr. Smith stated that they have both.

Mr. Mason of the Board of Finance questioned if the Town of Granby has a debt service policy. Mr. Smith stated that they do. The policy and guide reflects the debt service level not to exceed 10% of their Operating budget. Mr. Mason also asked questions regarding tax collections and bonding policies.

Chairman Deming thanked Mr. Smith for his time.

4. Water Pollution Control Authority: Presentation by Jim Clifton:  
Implementation of the new policy for commercial/industrial customer usage.

Mr. Clifton stated that the existing sewer billing approach has been to take industry standard numbers and extrapolate those numbers from the sewer bills. At times, consumptions do not come in as projected. He stated that percentage wise, most sewer utilities use water use as the basis for billing; however converting to that process is not an overnight change. They projected that next year, non residential and non owner occupied rental units will be converted to water use as a basis for billing. He stated that irrigation water is the biggest unknown; a secondary water meter may be put in for this use.

Chairman Deming questioned if the implementation would be done all at once or if it would be phased in. Mr. Clifton stated that there has been a lot of discussion regarding this issue. The decision was made to do this all at one time. He stated that some bills will go down; some will not. People will be told that changes have been made and that a different method of billing will be used.

Mr. Clifton stated that the biggest issue is that there are two different databases. He has been doing research for two and a half years. Getting the databases to match up has been difficult.

Chairman Deming stated that a new application for a development in Town has expressed dissatisfaction with hook ups; they would like to go with flow. He stated that the Economic Development Commission looks at getting new development to Simsbury; they need to encourage developers to come in to Simsbury by helping to make it equitable. Mr. Clifton stated that he has done studies; there is a facility connection charge policy. He stated that they are currently paying down a loan from the State DEP for an upgrade of the plant, which has a finite capacity. Once that capacity is reached, additional construction will be required. He stated that they also want growth in Simsbury, although there are things that need to be considered i.e. capacity. Mr. Clifton stated that they need to plan for the future.

Chairman Deming questioned if it would be possible that new developments could be charged only on flow. Mr. Sawitzke, Town Engineer, stated that there are three components of cost in the Wastewater treatment facilities, which include: WPCA operates on their own without tax dollars; the facility connection charge; and cost of pipe in the road.

Chairman Deming questioned how the fee would be levied for mixed use

developments. Mr. Sawitzke stated that they look at the whole breakdown of costs; different users pay different amounts with respect to their amount of capacity.

Commissioner Dornbush questioned how much of the Town is hooked up. Mr. Sawitzke stated that 50% of Town is in the hook-up area and 60% of the service area is hooked up.

Ms. Glassman stated that she has met with Landworks Development who has expressed concern regarding the hook ups for their new development. She stated that she asked them to find an example where this type of development may have been treated differently in another community. If an example could be found, they could then go before the WPCA. Ms. Glassman stated that the Town is open to looking at models and options; they do not want to drive development out of Simsbury. Mr. Mason stated that there is a fund that is available to help with the cost of some hook ups.

5. Reports: SMSP, FVVA; Simsbury Chamber of Commerce: Lou George

Ms. Nielsen stated that the Main Street Partnership has two new potential owners for the Simsbury Deli. These new owners would like to change the deli by making physical and business plan changes. Also, she stated that the Business Capital Expo will be held in May 2011.

Ms. Nielsen stated that the Main Street Board has voted unanimously to apply for a \$10,000 grant for the design guidelines for the Charrette. She stated that it is their request that the Town fund the other \$30,000 for the guidelines. Also, Simsbury Farmer's Market has closed for the season. She stated that this event brought tourists and visitors to Simsbury; helped existing farms; and helped small businesses and surrounding businesses.

Ms. Anstey, Farmington Valley Visitor Association, stated that the haunted mini golf event was very successful. They had over 2,000 people through the miniature golf course. She stated that there will be a film titled, "The Simple Wedding" that will begin in the spring or summer of 2011. They will be looking at sites in Avon and Simsbury. She stated that although this is a small independent film, it is a great start.

Ms. Anstey stated that the 2011 Guide will be coming out soon.

6. Discussion of Regional Economic Development Grants: Hiram Peck

Mr. Peck distributed handouts to the Commission members. He stated that the Town did not receive the Regional Economic Development Grant, although they will continue to pursue these types of grants. He stated that the

Town is still actively talking about things that can be done in the area of Hoffman, near the Simsbury, Avon and Canton lines.

7. Charrette: Next Steps

Mr. Peck stated that he has received comments back from Special Counsel and from the Town Attorney. The final revisions to the draft are being done now by the consultant. He stated that he will continue to have discussions with the consultant prior to the final draft being put on the Town's website. He stated that they have made some substantial administrative issue changes to the Code in order to get the process moving forward quickly with regard to applications.

Mr. Peck stated that he is hopeful that the consultant can come back to Simsbury at the beginning of December. The Zoning Commission will then have a public hearing in December and the Code will hopefully be adopted prior to the end of the year.

8. Marketing of the PAD and the Town Center Zone Regulation

Mr. Peck stated that Dunkin Donuts has been approved in the south end of Town. There is also a preliminary application for a small retail structure in that same area.

Chairman Deming stated that this topic will be put on the next agenda for further discussion.

9. Approval of 2011 Economic Development Commission Regular Meeting Schedule

Commissioner George made a motion to approve the 2011 Economic Development Commission Regular Meeting Schedule as presented. Commissioner Crimmins seconded the motion, which was unanimously approved.

10. Old Business/New Business

There was none.

11. Adjournment

Commissioner Haase made a motion to adjourn the meeting at 9:03 a.m. Commissioner George seconded the motion, which was unanimously approved.