

**TOWN OF ASHFORD
ECONOMIC DEVELOPMENT COMMISSION
5 TOWN HALL RD ASHFORD, CT 06278
REGULAR MEETING MINUTES
WEDNESDAY, DECEMBER 16, 2015**

PRESENT: J. Rettenmeir, G. Lawrence, M. Gantick, R. Fenn,
J. Calarese, R Williams, W. Darcy

1. **Call to Order** - 7:40 PM
2. **Seating of Alternates** - None
3. **Approval of Minutes - Note:** The November meeting was an informal meeting since the agenda was not sent to the Town Clerk. Hence, Oct. minutes need to be approved again.
 - a. Approved minutes for Oct. - Gantick/Lawrence; passed
 - b. Approved informal minutes for Nov. - Lawrence/Darcy; passed
4. **Budget**
 - a. Discussed 2016-2017 budget request. Will keep budget request the same as this year, but allocate \$305 for printing. Approved - Darcy/ Rettenmeir; passed
 - b. Motion to accept report - Darcy/Lawrence; passed
 - c. Motion to accept Oct. budget report - Fenn/Gantick; passed
5. **Communications and Announcements**
 - a. Announcements -
 - i. none
 - b. News from Other Commissions
 - i. PZC 12/14/15 Public Hearing and Meeting -
 1. POCD Public Hearing was well attended. The same parties presented similar information that was previously presented the POCD Public Hearing held on 11/16/15. Written copies were presented to the PZC. The Public hearing was closed and the PZC began its regular meeting.
 2. The PZC reviewed all submitted public comments and voted to approve the POCD with specific comments incorporated. The vote was unanimous.
 3. The Cumberland Farm application was reviewed. After discussion a motion to approve the application was made and passed unanimously.
 - c. ABA News
 - i. Small Business Saturday was well attended in spite of the inclement weather. The event will held again next year and has 15 vendors signed up already. The date may be moved.
 - ii. The Business Expo will be held on 2/6/16 with a snow date of 2/13/16

- iii. Trish Lagasse and Sue Supina have been elected as President and Vice President.
- d. Correspondence and Meetings
 - 1. none
- e. Presentations - none

6. Old Business

- a. Website Modifications (Darcy, Chatey, Gantick) -
 - i. The existing EDC website will have to be updated to reflect the 2015 POCD.
 - ii. Darcy tried to extract the HTML code from the existing site and export it to a present day technology editing platform. This could not be done because of embedded Java code. The implication is that we either have to rely on the vendor for all changes or rebuild the site using current technology. It was the consensus to explore what would be required to move to a new platform that uses current technology.
 - iii. Gantick will develop a SOW to recreate the EDC site with the updated 2015 POCD and send it to Williams. The group will discuss next steps at the next EDC meeting.
 - iv. The idea of incorporating the Our Town Our Future with the EDC website was also discussed. Gantick will also address this in the SOW.
- b. Our Town Our Future (Fenn, Gantick).
 - i. Discussed the status of the active projects. See the OT-OF Facebook page for details. Still waiting on concept drawing of A1 station murals to send to the building owner.
 - ii. Rettenmeir is in the process of engaging UConn (students) to do a landscape design for the West Ashford SPA. The meeting planned for 12/15/15 at UConn was postponed.
 - iii. Gantick has corresponded with the BOS to explore having OT-OF designated a special committee reporting to the BOS with limited, but renewable, authorization.
- c. Retail and Services Enterprise Zone (also includes Branch Bank Solicitation Project (Chatey, Lawrence, Williams)
 - i. Bank Solicitation - No activity.
 - ii. Enterprise Zone
 - 1. Lawrence contacted Carl Zinsser, the realtor on the 19 acre property at Rt. 44/ Rt. 74. Zinsser no longer represents the owner, Terry Hoffman of Ellington. Gary has sent a letter to the owner concerning our interests in marketing the property to drug store chains. No response to date.
 - 2. The concept of a citizen survey of what businesses and services were desired by the town was discussed during the October meeting. Agreed that we wanted to have Margaret weigh in on the project. Since she was not present discussions continued to the next year.

3. Gantick, Lawrence, and Williams met with the Eastern Highlands Heath District on 12/11/15. They agreed to participate in a multiple commission meeting at a future date. Williams will invite the PZC and Fenn will invite the IWWC. Gantick will put together a topical outline for the meeting.
- d. The POCD(Williams)
 - i. See Item 5.b.i
- e. Wagon Shed Property (Darcy)
 - i. Darcy has prepared a legal brief on Town's position and a cover letter(s) for submission. This has been sent to the BOS for comment. No feedback as of this meeting.
 - ii. The plan is to send letters to both the DEEP and AG, and solicit support from CCM and COST. Ashford is a member of both organizations.
- f. Buy Local Initiative
 - i. No activity.

7. New Business

- i. None.

8. Input From Public - none

9. Member Input for Next Agenda - None

10. Adjournment - 9:35 PM