

**Town of Winchester-City of Winsted**  
**ECONOMIC DEVELOPMENT COMMISSION**  
**SPECIAL MEETING MINUTES**  
**Tuesday May 6, 2014, 7:00PM**  
**Hick's Room, 2<sup>nd</sup> Floor, Town Hall**  
**338 Main Street, Winsted, CT**

**COMMISSION**

Dick Labich, Chairman	Carol O'Connell
Susie Collier, Secretary	Tilde Renza-Jones
Anna Norland	Gina Sartirana
Kimberlea Wimmer	
Dale Martin Interim Town Planner	

1. Call to Order 7:02PM
2. Roll Call *Present: Dick Labich, Carol O'Connell, Susie Collier, Anna Norland, Gina Sartirana, Kimberlea Wimmer Absent Unexcused: Tilde Renza-Jones Absent: Dale Martin Interim Town Planner, Guest: Candace Bouchard, BOS Liaison*
3. Agenda Review *see Motions*
4. Approval of Minutes (April 15) *see Motions*
5. Public Comment *none*
6. Presentation – Paul Vayer –*medical procedure tomorrow so he is unable to make it tonight...postponed until another meeting*
7. Presentation - Jon Bishop (Discussion on Web Site and “Coffee” Meeting Seminar)  
*Web Site—Commissioner Collier has carte blanche to beef up website---add FOMS, town events, Farmer's Market, etc. Any information for website needs to go through Commissioner Collier. Jon will collect information on Town events and transfer them to EDC calendar. Jon will place maps (Mary) on website when project is completed.*  
  
*Browse Litchfield.....any business can join ....paid conference people are featured...free businesses are not featured.....traffic wise, average business is 500 hits....businesses call and say they have been contacted b/c of web browser...10-15 businesses on website....businesses can now join for free*  
  
*New program this summer: Shop Litchfield County ...picture of item connected to one central store.....similar to Groupon....*  
  
*Marketing events on Friday farmer's market.....*
8. Presentation – Jen Perga, Patrick Barrett - Farmer's Market—*fourth year this summer ....shake up in vendors...settled down...different vendors...more commitments from farmers. Try to add arts and crafts as a side....selective reaching out....will talk to Sandy Evans at Whiting Mills...were not interested in*

*going outdoors in case it rained. Expansions---accept EDT benefits (WIC) but vendors can't take cards....obtaining agricultural license for benefit cards ....swipe card and give tokens for items. Need volunteers to help distribute flyers to hang on business windows, set up information tent, greeters, distribute recipes, explain market, leadership for steering committee.... July 11- Sept 12 every Friday 3-6pm, six farmers participate---200 people per week...2% of Winsted show up....but growing*

9. Old Business:

a. Full Commission Membership (Labich) –*BOS Bouchard: Terminations of membership were confused; she rearranged and set ending terms so terms are staggered. Commissioners Labich, O'Connell and Collier terms expire in 2019, was not sure about other EDC members. Bill Pratt was not reappointed to EDC despite his request to be reappointed. One person was nominated for EDC at the last BOS meeting and will be voted on at the next BOS meeting. Currently six Commissioners, no alternates so EDC still does not have full membership.*

b. Blight Ordinance – Review Proposed Letter to BOS (Labich) ---*Approved in April; on Town Manager's Desk since March 14; Commissioner Labich read letter. Town leading by example is not included in the letter. Commissioner Labich will check on letter with Town Manager.*

c. Small Business Saturday, Nov. 29 - *No discussion-Leaving it on agenda to think about it*

d. Job Fair – *Commissioner Sartirana called Carrie Case but received no response. Laurel Hill is not opening until the Fall. JoAnn Ryan knows how to run job fairs. Commissioner O'Connell stated Job Fair not that difficult, can go online for directions on how to set up job fair.*

e. Adopt a Park (Wimmer)... *Town Manager talked to Commissioner Wimmer about bus stop on south side of Main Street by Bear Claw. It is really an adoption program. Commissioner Wimmer did not go after this b/c Town was in crazy stage, losing employees, etc. Commissioner Wimmer is waiting to see if CT DOT will allow project to move forward before looking at benches for purchase, etc.*

f. Industrial Park – Lot 11 (Pratt, now Labich) *ACTEX Book Publishing Allan Burghesi wants to buy property and make deal with ACTEX Book Publishing; asked for a price for lot. Town Manager obtained appraisals from real estate brokers, instead of certified appraiser. \$79-\$90,000 for lot. Commissioner Labich stated BOS needs to review how to sell property (public meetings are needed, etc.) and touch base with Burghesi, who wants to purchase property, on price. Do not want to miss opportunity to move on this, especially as it helps BOS's "Grand List".*

g. East End Park Events – (Sartirana) *vendor fair with FOMS concert series...farmers market....local merchants to sell wares—crafts people....making it family friendly....bounce houses....parking is an issue..... Commissioner Labich will attend second Wednesday of the month Merchants Meeting at 8am and touch base with Commissioner Sartirana for a meeting time with Merchants.*

h. Jet-ski Races - (Labich)- *delete from agenda....the sponsor claims event scheduled for end of May cancelled due to misalignment with sponsoring town (Winsted)*

i. 125 Park Place(Pratt, now Labich)- *has to do with realtor office--filled up now.*

j. Elections—*Chair, Vice Chair, Secretary...May 20th*

10. Sub committees

a. EDC Website Development & Data Base (Collier) *Data base should be eliminated since it is not feasible. Although BOS Albanesius directed EDC to place data base of vacant properties on EDC website, Commissioner Labich checked with attorneys who said EDC would be in violation of laws if it posted this information. BOS Bouchard asked if it was removed from the EDC Website and was informed it was never placed on the website as the EDC checked on the laws before adding it to the website.*

b. Tourism-Marketing (Jones)

I. Cable Show (Labich)-*Due to BOS not reappointing Commissioner Pratt to EDC, EDC now needs someone to step in as producer for the cable show. The producer works with Commissioner Labich and discusses topics for shows. Let Commissioner Labich know if interested in the position as producer. Issue of former Commissioner Pratt came up and was discussed. When asked if the Mayor told former Commissioner Pratt his printed list of EDC facts was a pack of lies, BOS Bouchard stated those*

were not the exact words but yes, she interpreted the words as meaning the same thing. BOS Bouchard indicated she and the Mayor explained to former Commissioner Pratt the BOS and EDC needed to work as a team. Former Commissioner Pratt said not to reappoint him. The next day, he called and said he changed his mind and BOS Bouchard said it was too late. When asked why, she explained former Commissioner Pratt did not mention anything about working as a team. She stated she did not ask if he would work as a team and did not consider his request for reappointment as an indication he would work as a team. BOS Bouchard was informed the EDC was told by the Town Manager it was advisory, the Town Manager did transfer a large sum of money from the EDC budget to his budget (which is within his purview) and the EDC had discussions on the other matters on the list. Commissioner Collier stated her disappointment with the Mayor and BOS on how they handled the situation and refusing to reappoint one of the hardest working and most knowledgeable members of the EDC, who has a passion for EDC in Winsted. Commissioner Labich said former Commissioner Pratt will be missed and he will continue to work with him.

II. Search Engine Seminar-- cross out, Jon does not need this....

III. CT Tourism- (Pratt, now Labich) Due to BOS not reappointing Commissioner Pratt to EDC, EDC now needs someone for this position. Commissioner O'Connell will take on this job... connection with state tourism... state of CT has tourism web site, Commissioner O'Connell can sign in, put EDC, Town events, etc. on CT tourism calendar if sign up with them.....

IV. Business Map – Set date for Town Meeting (Jones) Commissioner Labich has not heard from Mary this week.

V. Folder – Graphics – (Labich) Shaw turned down picture request....called publisher but no answer on pictures....Shaw informed Commissioner Labich publisher changed her mind on pictures but Commissioner Labich has not heard from publisher...prepress guy who does layout is all set and ready to go

c. Signage (O'Connell) waiting for funds...BOS Bouchard said grant money should be available but money is not yet available. Commissioner O'Connell is waiting for more information.

11. New Business:

a. Meeting with Mayor Sterling, BOS Glen Albanesius, BOS Candace Bouchard (Labich) Commissioner Labich shared BOS believes EDC should think about how to grow "Grand List"....look at fixed costs—union, medical, etc. Think long term....Growing "Grand List" means economic development...BOS Bouchard: EDC needs to quantify what it does...how does it affect "Grand List"?

**Commissioner Labich stated BOS assigned EDC two jobs:**

**1. Spreadsheet with list of all commercial sites available and map of details on site – EDC is responsible for this task**

Commissioner Labich said Mike Peacock (P&Z) is spreadsheet guru, has this information and will talk with Mike....EDC needs to know what final project is supposed to look like (form)...BOS needs to define purpose of project, what it should look like (form) and how this will be used....need to ensure EDC is not violating any laws by creating/providing/ distributing this information per previous data base request from BOS. Commissioner Collier requested Commissioner Labich consult with attorneys again. BOS Bouchard said it was for internal use, obtain an overview and to show to interested people coming to Winchester to develop / start businesses. Commissioner Labich concerned with who will keep spreadsheet updated as information is fluid; a person who works with this information on a daily basis would need to keep spreadsheet current. Question on why Tax Assessor does not already have this information formatted, response was information was scattered and not organized.

**2. List of all businesses in town categorized— Town Manager is responsible for this task; it is in his hands; he has this job. The Town Manager has an intern this summer and will have the intern manage this task.**

b. Town Manager's Grant Proposal (Martin) *Town Manager not present. Commissioner Labich reported it was for the Whiting Mills Grant and needed a vote of support. Commissioner Collier stated she sent several emails to the Town Manager requesting a hard copy of the grant. Town Manager never responded nor did he send hard copies for her to read. Therefore, Commissioner Collier abstained from the vote since she does not vote on what she has not read. The Resolution of Support must be retooled by the Town Manager, leaving out the word UNANIMOUSLY where it says ADOPTED UNANIMOUSLY (MAY 6, 2014). Commissioner Labich can then sign the form on behalf of the EDC.*

c. Planning Office Business Update (Martin) *not present*

d. Discussion on 2013-2014 Budget *Commissioner Labich stated the BOS informed him EDC could apply for project money from the BOS. This is in lieu of money in EDC budget.*

e. Laurel Parade (Sartirana) *No parade but a day in the park instead...80th parade but is cancelled due to only one person on committee...lack of people to work on Laurel Festival or parade... interviews are in morning and crowning at night...no Ball, no sidewalk café...a former Laurel Queen is trying to contact previous winners to generate interest and promote event for next year. EDC very disappointed with situation and was unaware of situation. EDC asked Commissioner Sartirana to keep EDC informed so we can support the event next year.*

f. Community Resources Fair (Sartirana) *Fire Dept. asked Commissioner Sartirana to bring idea to EDC...resource fair where people come to town and set up information booth—non-profits, agencies, etc. Fire Dept. would like EDC to support event by having a booth at event and offering contacts....wanted to do it during Laurel Parade.....need to set new date*

g. Budget Administration Issues (Sartirana) *No discussion*

h. Role of EDC in Winsted (Collier) *EDC needs a clear job description. The community, Town, BOS, etc. seem unaware of EDC's function, it has been said the EDC does nothing, EDC is informed it is simply advisory, etc. With a clear definition of its function, whatever it is, EDC will better serve the community. EDC has requested, but not received this, from the BOS. Copies of the Connecticut General Statutes delineating EDC's responsibilities were distributed to members and BOS Bouchard. Commissioner Collier stated EDC should relate each EDC project to an item in the Connecticut General Statutes. For example, the Connecticut General Statutes state EDC could create maps, folders, etc. which the EDC is currently working on with Mary. It appears current EDC projects fall in with the Connecticut General Statutes, which is good. BOS Bouchard stated the spreadsheet task the BOS assigned to the EDC falls in line with the Connecticut General Statutes.*

i. Discussion of Revised Bylaws (Labich) *Already voted on by EDC but needs to be voted on by BOS. Commissioner Collier will ask Ellen to retype and email to Commissioner Collier. Commissioner Collier will send it to Town Manager who will forward it to BOS for approval. see Motions*

j. Communications – *Commissioner Collier stated courteous, tolerant, informed, honest and open communication between the Mayor, BOS, EDC, etc. should be the practiced. Quality starts at the top; each person must be mindful of words uttered and the impact of words spoken. Commissioner Labich and BOS Bouchard stated people do not have to agree or like each other but do need to work together.*

k. Special Meeting –EDC moves to two meetings a month. First Tuesday of the month is a Special meeting; third Tuesday of the month is a Regular meeting. *see Motions*

12. Correspondence/Bills: *none*

13. Adjournment 10:30 pm

Motion	Commissioner	Second	Vote	Comments
Add items to Agenda <b>Old Business</b> <i>j. Elections</i> <b>New Business</b> <i>j. Communications</i> <i>k. Special Meetings</i>	Collier	Norland	Yay Nay Abstain Unanimous X	
Approval of Minutes April 15, 2014 With changes	O'Connell	Collier	Yay Nay Abstain Unanimous X	
Send the EDC bylaws to BOS (via Town Manager) for approval with proposed changes dated 5-6-14	O'Connell	Norland	Yay Nay Abstain Unanimous x	Commissioner Collier will ask Ellen to retype (highlight "proposed" in red) and email to Commissioner Collier. Commissioner Collier will send it to Town Manager who will forward it to BOS for approval.
Encumber \$3000 on budget for folders	Collier	O'Connell	Yay Nay Abstain Unanimous X	Commissioner Labich will take care of this.
Send resolution of support for Town of Winchester: 2014 Main Street Investment Fund	O'Connell	Sartirana	Yay 5 Nay Abstain 1 Unanimous	Town Manager must rewrite letter to reflect EDC vote was not unanimous.
EDC will have one regular and one special meeting a month	Collier	O'Connell	Yay Nay Abstain Unanimous X	First Tuesday of the month is a Special meeting; third Tuesday of the month is a Regular meeting
To adjourn	Collier	O'Connell	Yay Nay Abstain Unanimous X	