



STATE OF CONNECTICUT – COUNTY OF TOLLAND
INCORPORATED 1786

TOWN OF ELLINGTON

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www.ellington-ct.gov

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ECONOMIC DEVELOPMENT COMMISSION REGULAR MEETING AGENDA WEDNESDAY, JANUARY 13, 2021, 7:00 PM

ZOOM MEETING

(INSTRUCTIONS TO JOIN VIRTUAL MEETING PROVIDED BELOW)

I. CALL TO ORDER:

II. PUBLIC COMMENTS (on non-agenda items):

III. ACTIVE BUSINESS:

1. Report: Tolland County Chamber of Commerce
2. Report: Agricultural Initiatives
3. Report: Connecticut Economic Development Association Best Practices
 - a. Copy of Shop Ellington 2020 Event Survey
4. Report: Tax Incentive/Abatement Programs
 - a. Discuss possible amendment to the Tax Abatement Program to establish an abatement implementation schedule
5. Report: Current Economic Activity

IV. ADMINISTRATIVE BUSINESS:

1. Approval of the November 18, 2020 regular meeting minutes and December 16, 2020 special meeting minutes.
2. Correspondence:
 - a. Letter from Pullman & Comley dated December 14, 2020 – CTEC Solar, LLC petition for Declaratory Ruling for a solar project to be located at 277 Sadds Mill Road, Ellington, CT.
 - b. Election of Officers

V. ADJOURNMENT:

Note: Next regular meeting is scheduled for February 10, 2021

In order to comply with COVID-19 limited in-person meetings and social distancing requirements, this meeting will be conducted using the online video conferencing service provider Zoom. Meeting details will be provided on the Agenda and posted on the Ellington webpage (www.ellington-ct.gov), Agenda & Minutes, Economic Development Commission. Need assistance or have questions, please contact the Ellington Planning Department at 860-870-3120.

Join Zoom Meeting:

<https://zoom.us/j/97812796715>

Meeting ID: 978 1279 6715

Password: 732588

Dial by your location:

+1 646 558 8656 US (New York)

Meeting ID: 978 1279 6715

Password: 732588

Shop Ellington 2020 Event Survey

Thank you for participating in Shop Ellington 2020!

Please take a moment to provide the Ellington Economic Development Commission with feedback about your experience with participating in Shop Ellington 2020.

1. Did your business experience an increase in customer activity as a result of Shop Ellington 2020?

☐ Yes

☐ No

☐ Comments:

2. Do you feel like Shop Ellington 2020 increased awareness about your business and/or the products or services you provide?

☐ Yes

☐ No

Comments:

3. Would your business be willing to participate in another shop local campaign?

☐ Yes

☐ No

Comments:

4. If another event occurs would you be willing to post a temporary sign advertising the event if provided by the commission?

☐ Yes

☐ No

☐ Comments:

5. Would you like to provide additional comments?

☐ Yes

☐ No

☐ Provide comments here:

TOWN OF ELLINGTON

ECONOMIC DEVELOPMENT TAX ABATEMENT POLICY

PURPOSE:

The Town of Ellington wants to attract new business opportunities while encouraging growth and investment in existing businesses that will increase long term tax revenue to the town. The Town has determined that farming is vitally important to the quality of life, environment, economy, and character of Ellington. This policy allows the Town to offer fixed real property tax assessments for qualified businesses and specific tax abatements for farms that agree to the terms offered by the Town.

OUTCOME:

The additional business growth will provide additional tax revenue, potential employment for town residents and opportunities for other town businesses to service the new companies. Expansion of existing town businesses will retain industry within the town proper.

The additional investment in farming will benefit quality of life, help protect the environment, diversify local taxes, and sustain farming operations in Town.

ELIGIBLE BUSINESSES:

As authorized pursuant to Connecticut General Statutes Section 12-65b (b), the Town will consider applying this policy to those specific businesses identified below:

Office; retail; manufacturing; warehouse, storage or distribution; information technology; recreation facilities; transportation facilities.

ELIGIBLE FARMS:

As authorized pursuant to Connecticut General Statutes Section 12-81m, the Town will consider applying this policy to those specific farms identified below:

Dairy farms; vegetable farms; nurseries; fruit orchards, including vineyards for the growing of grapes for wine.

GENERAL INFORMATION:

In the event of unusual or extraordinary circumstances, the Board of Selectmen (BOS) reserves the right to alter or waive any of the foregoing provisions. These guidelines may be changed, in whole or in part, or repealed in their entirety, at any time, without a public hearing, by action of the BOS.

An applicant who is delinquent in any taxes that are otherwise due to the Town of Ellington, federal or state government or other municipality shall be ineligible for tax abatement.

Any agreement between the Town and a business regarding fixing the assessment will require an agreement by the business to remain solvent for a minimum of 10 years. The business will have three years to achieve the agreed to minimum full time employment level.

Any agreement between the Town and a farm regarding tax abatement will require an agreement by the farm to remain operational for a minimum of 10 years.

The fixed assessment or abatement will be based upon the capital expenditures to be spent at the time of the agreement; future expansion plans are not counted as part of this agreement.

The assessment or taxation of real property for the period prior to the fixed assessment period will be done in accordance with state and local laws and ordinances.

The length of time of the fixed assessment for an eligible business is based on cost of improvements only to real property as follows:

- a. Assessment may be fixed for a period of no more than 7 years, provided the cost of improvements to be constructed is \$3,000,000 or more.
- b. Assessment may be fixed for a period of no more than 2 years, provided the cost of improvements to be constructed is \$500,000 or more and less than 3,000,000.
- c. No more than 50 % of the increased assessment may be fixed, for a period of no more than 3 years, if the cost of improvements is \$25,000 or more and less than \$500,000.

In the event the end user is a tenant, the tax benefit must be reflected in the lease.

The length of time of the abatement for an eligible farm is based on cost of improvements only to real property as follows:

- a. No more than 50 % of the increased assessment may be abated, for a period of no more than 7 years, provided the cost of improvements is \$25,000 or more.

DEFINITIONS:

Capital Expenditures: Cash investments to improve an asset that will have a life of more than one year.

Cost of Improvements: The actual cost of constructing such improvements.

Improvements: Building or other structures which are permanently attached to the land.

Real Property: The physical parcel of land and all improvements permanently attached.

Tax Assessment Analysis: An analysis of the loss in tax revenue from granting abatement or fixed assessment on eligible cost of improvements according to the parameters listed in this policy, and including an assessment of real property for the period prior to the abatement or fixed assessment.

TOWN OF ELLINGTON ECONOMIC DEVELOPMENT TAX ABATEMENT APPLICATION PROCESS

The tax abatement application process begins by the applicant submitting a completed tax abatement application, a document stating that federal, state and local taxes are current; an itemized list of the proposed cost of improvements; copies of site development plans and building plans; disclosure of any public or supplemental funding to be used for associated improvements and a statement explaining how the proposal will provide business growth or sustain farming operations, tax revenue and potential employment for town residents to the Planning Department. Questions regarding the abatement application should be directed to the Planning Department at 860-870-3120.

The Planning Department will forward a copy of the application to the Assessor, Tax Collector and First Selectman for review. The Assessor will review the assessor parcel number(s) and the deed(s), and will provide a tax assessment analysis. The Tax Collector will confirm that taxes are current and the First Selectman will review that the application is within the program parameters.

Once all town reports have been received, the Planning Department will forward the application form, with town staff comments, to the Economic Development Commission (EDC) for the next regularly scheduled meeting. The applicant must attend the EDC meeting in order to present the application. An agenda will be sent to the applicant containing the date, time and location of the meeting. The EDC will vote on whether or not to forward the application to the Board of Selectmen (BOS). If the EDC chooses to forward the application to the BOS, the EDC will determine the terms of the abatement or fixed assessment and will state the reason(s) they support the request for tax abatement or fixed assessment in their report to the BOS; they may also add conditions of approval.

If the EDC forwards the application to the BOS, the Planning Department will request that the application be placed on the next BOS agenda. The applicant must attend the meeting in order to present the application. An agenda will be sent to the applicant containing the date, time, and location of the meeting. The EDC Chairman or his/her designee will also be in attendance to speak in favor of the application.

If approved by the BOS, the First Selectman will request that the Town Attorney draft a contract. A copy of the draft contract will be sent to the Assessor and the Planning Department for comment. Once the terms and conditions of the contract are agreed to the BOS will schedule a Town Meeting in order for the townspeople to vote to approve or deny the abatement or fixed assessment. The EDC Chairman or his/her designee will also be in attendance to speak in favor of the application.

Once approved at Town Meeting, the First Selectman will notify the Town Attorney and the Town Attorney will forward the contract to the Planning Department, which will send it to the applicant for execution. The contract must be executed and delivered to the Planning Department prior to the issuance of the Certificate of Occupancy (C.O.).

Upon issuance of the C.O., the applicant shall submit receipts to the Assessor's Department as to the actual cost of the site and building improvements in order to certify that the terms of the contract have been met. The Assessor's Department may forward the receipts to the EDC if the amount expended is lower than the amount in the contract. The Assessor's Department will submit a final recommendation to the BOS to implement the tax abatement or fixed assessment. Once the BOS has approved the implementation of the abatement or fixed assessment, the First Selectman will forward a written directive to authorize the Assessor to apply the abatement or fixed assessment.

The original contract will be retained in the First Selectman's Office, with copies sent to the applicant, Assessor, Tax Collector and Town Planner. A copy of all correspondence regarding the subject application shall be maintained in the Planning Department.

The reduced assessment or abatement will apply to the October 1st tax list immediately following the issuance of a C.O. for the new construction.

The EDC will perform an annual review in March to ensure all elements of the contract between the town and applicant remain in place. The EDC will notify the Assessor whether or not the applicant is in compliance with the contract.

If the applicant defaults on terms, conditions or warranties contained in the contract, and fails to cure such default within six (6) months after notification by the town, then the contract will terminate. The Town of Ellington may recapture up to 100% of all taxes that the Town would have received during the term of the contract in the event the fixed assessment had not been applied.

RECAPTURE CLAUSE FOR ELIGIBLE FARMS:

If farming operations cease or a property that was granted abatement is sold prior to ten (10) years from the initial effective date of abatement, the applicant shall pay the Town a percentage of the original amount of taxes abated pursuant to the following schedule, unless a new applicant is recommended by the EDC to assume the remaining term of abatement and approved by the BOS. In no case shall the amount to be paid to the Town exceed the original amount of taxes abated.

Between 1 day and 365 days.....	100%
Between 1 year 1 day and 2 years	90%
Between 2 years 1 day and 3 years	80%
Between 3 years 1 day and 4 years	70%
Between 4 years 1 day and 5 years	60%
Between 5 years 1 day and 6 years	50%
Between 6 years 1 day and 7 years	40%
Between 7 years 1 day and 8 years	30%
Between 8 years 1 day and 9 years	20%
Between 9 years 1 day and 10 years	10%
More than 10 years	0%

Recapture taxes owed to the Town pursuant to this provision shall be due and payable by the applicant at the time of transfer, sale, or recording of his/her deed or other instrument of conveyance, or in the case of a farm that ceased operation, within sixty (60) days of the date on which said operations ceased. Such revenue received shall become part of the general revenue of the Town.

**TOWN OF ELLINGTON
REAL ESTATE TAX ASSESSMENT ABATEMENT
APPLICATION FORM**

APPLICANT'S INFORMATION:

BUSINESS/FARM NAME: _____

OWNER(S): _____

MAILING ADDRESS: _____

PHONE: _____ FAX: _____

EMAIL: _____

PROPERTY DESCRIPTION:

PROPERTY ADDRESS: _____

ASSESSOR'S PARCEL NUMBER (APN): _____

DEED: VOL. _____ PG. _____ TOTAL AC. OF PARCEL: _____

PROPERTY IMPROVEMENT INFORMATION:

LAND ACQUISITION: YES / NO (CIRCLE ONE)

IF YES, TOTAL AC. ACQUIRED: _____

AMOUNT OF LAND IN ELLINGTON USED FOR FARMING, IN ACRES: _____

AMOUNT OF LAND OUTSIDE OF ELLINGTON USED FOR FARMING, IN ACRES AND BY LOCATION: _____

NEW CONSTRUCTION OR ADDITION: (CIRCLE ONE)

NEW CONSTRUCTION (SQ. FT.): _____

TOTAL BUILDING (SQ. FT.): _____

INDUSTRY TYPE, FARM TYPE & BUSINESS/FARM USAGE STATEMENT:

ANTICIPATED WASTE OUTPUT (GPD): _____

COST OF LAND: \$ _____

COST OF BUILDING OR ADDITION: \$ _____

COST OF SITE IMPROVEMENTS: \$ _____

FAIR MARKET VALUE OF EXISTING MACHINERY: _____

FAIR MARKET VALUE OF EXISTING EQUIPMENT: _____

FAIR MARKET VALUE OF EXISTING MOTOR VEHICLES: _____

COST OF NEW MACHINERY: \$ _____

COST OF NEW EQUIPMENT: \$ _____

COST OF NEW MOTOR VEHICLES: \$ _____

NUMBER OF EXISTING EMPLOYEES: _____

NUMBER OF ANTICIPATED ADDITIONAL EMPLOYEES: _____

EXPECTED HIRE DATES OF ADDITIONAL EMPLOYEES: _____

TYPE OF JOBS AND JOB TITLES OF ANTICIPATED ADDITIONAL EMPLOYEES: _____

VALUE OF PUBLIC AND/OR SUPPLEMENTAL FUNDING: _____

ANTICIPATED CONSTRUCTION SCHEDULE: _____

If additional space is needed, please provide a separate attachment(s).

ATTACH A DOCUMENT THAT STATES YOU ARE CURRENT WITH FEDERAL, STATE AND LOCAL TAXES; PROVIDE COPIES OF SITE DEVELOPMENT PLANS AND BUILDING PLANS, AND A STATEMENT EXPLAINING HOW THE PROPOSAL WILL PROVIDE BUSINESS GROWTH, SUSTAIN FARMING, TAX REVENUE AND POTENTIAL EMPLOYMENT FOR TOWN RESIDENTS. IF A BUSINESS, INCLUDE A LIST OF ALL BUSINESS NAMES WITH PRINCIPALS AND TOWNS THAT YOU HAVE DONE BUSINESS IN FOR THE PAST 5 YEARS.

PLEASE ATTACH ANY ADDITIONAL INFORMATION THAT YOU FEEL WILL BE HELPFUL DURING THE TAX ABATEMENT REVIEW.

SIGNATURE: _____ DATE: _____

APPLICATION REVIEW SHEET

ASSESSOR:

DATE REFERRED: _____

DATE REVIEWED: _____

COMMENTS:

SIGNATURE

TAX COLLECTOR:

DATE REFERRED: _____

DATE REVIEWED: _____

COMMENTS:

SIGNATURE

FIRST SELECTMAN:

DATE REFERRED: _____

DATE REVIEWED: _____

COMMENTS:

SIGNATURE

ECONOMIC DEVELOPMENT COMMISSION:

APPLICATION FORWARDED TO BOS: YES / NO (CIRCLE ONE)

DATE: _____

COMMENTS:

EDC CHAIRMAN SIGNATURE

BOARD OF SELECTMEN:

APPLICATION FORWARDED TO TOWN MEETING: YES / NO (CIRCLE ONE)

DATE: _____

COMMENTS:

FIRST SELECTMAN SIGNATURE

APPROVED AT TOWN MEETING ON: _____

BUILDING PERMIT NUMBER: _____

POLICY APPROVAL/REVISIONS:

BOS ADOPTED 5-13-2002

BOS APPROVED AS REVISED 11-13-2006 AND 3-18-2013

REVISED 5-15-2013 (ORGANIZATIONAL/GRAMMATICAL REVISIONS ONLY)

BOS APPROVED AS REVISED 9-15-2014 (CHANGE PLANNING TO ASSESSOR'S DEPARTMENT PAGE 4, 2ND PARAGRAPH)

BOS APPROVED 7-10-2017 (ADD FARM PROVISION)

Economic Development Incentive Plan Guidelines

Standard Abatement for Office, Manufacturing, Warehouse, Storage, distribution and IT.

The Town of Vernon, Connecticut recognizes the importance of continued economic growth in our community and has adopted the following tax abatement framework. Projects must be consistent with State Statutes. The Town policy is that projects must involve real property improvements for at least one of the following:

- (1) for office use;
- (2) for manufacturing use;
- (3) for warehouse, storage or distribution use; or
- (4) for information technology; or
- (5) *for retail and residential units with restrictions.

The following abatement schedule will be used by the Town Council as a guideline. The Town Council must act to approve each project and its specific abatement schedule.

Yearly Abatement schedule:

50% , 40%, 25% for projects with Improvement costs greater than \$100,000

75%, 50%, 25% for projects with Improvement costs greater than \$1,000,000

75%, 75%, 50%, 50%, 25%, 25% for projects with Improvement costs greater than \$3,000,000

The value of real property improvements must be greater than \$100,000 if the project is for office use, for manufacturing use, for warehouse, storage or distribution use or for information technology uses.

Additional abatements may be considered for projects involving real property improvements greater than Six million dollars.

*Abatements pertaining to Retail establishments will be limited to Exterior facade, landscaping, and parking improvements. These improvements must be in excess of \$25,000 and meet specific design and sign requirements.

*Abatements pertaining to Residential uses will be limited to improvements that bring existing buildings up to current Fire and/or Building codes. These improvements must be in excess of \$25,000 and meet specific design, building, and fire codes.

Other uses for which tax abatement is permitted by state statute will not generally be eligible unless the applicant demonstrates that the project will have a special benefit to the community.

Application Procedure

The tax abatement program application should be submitted to the Economic Development Coordinator for consideration and for a recommendation by the Economic Development Commission to the Town Council.

Town of Vernon Incentive Programs Application

Name of Operating Company: _____

Name of Parent Company (if applicable): _____

Name of Entity that will own/ or owns the real estate: _____

Current Address: _____

Project Address (if different than above): _____

Company Contact: _____

Phone Number: _____ Facsimile: _____ Email: _____

Describe the business to be located in the facility including the types of products manufactured or distributed:

Project Description - Please include square footage of building to be constructed or renovated, a general description of machinery and equipment and other personal property expected to be added to the grand list, expected project start and completion dates. Attach an additional sheet if needed.

Estimated Value of Real Estate Improvements: _____

Estimated Value of Additional Personal Property: _____

Number of Jobs to be retained in Vernon: _____

Number of Jobs to be created in Vernon: _____

Property Use: ☐ Office ☐ Manufacturing ☐ Information Technology
☐ Warehouse, Storage or Distribution
☐ Retail ☐ Residential ☐ Other: _____

Incentives requested:
(choose one)

☐ Standard Abatement
☐ Blighted / Vacant building Abatement
☐ Infrastructure Loan

If an infrastructure loan is requested please provide a description of the infrastructure work to be completed below **and attach a cost estimate for the work.**

Date

Signature of Company Representative

Town of Windsor, Connecticut Assessment Abatement Policy

I. Objectives

1. Fiscal impact – to increase the non-residential tax base to preserve and enhance the town's capacity to provide necessary infrastructure and services and to maintain the commercial and industrial development at not less than 30% of the town's grand list.
2. Quality employment opportunities – to provide employment opportunities with good wages and benefits for town residents.
3. Stable and growing economy – to support existing business retention and expansion and attraction of new businesses in particular from targeted business clusters so as to strengthen the local economy.
4. Sustainable and quality development – to encourage the use of quality materials and design and incorporation of green technology.

To achieve these objectives, the Town may provide a temporary abatement of increased assessed value for the real property portion of a project if the project meets the criteria listed below. Economic development projects shall not have a negative financial impact on the Town at the conclusion of the abatement term. The Town reserves the right to approve the cost-benefit analysis model used to determine the financial impact.

Any and all decisions to grant and to establish terms of an incentive pursuant to this policy shall be within the sole and absolute discretion of the Windsor Town Council.

II. Precedents to Granting Incentive

The Town Council shall consider the following conditions as precedents to granting property tax incentives:

A. Existence of economic benefit. The project must add to the Windsor economy. Evaluation criteria to be used in determining benefit to the community shall include but not be limited to: the amount of capital investment, whether the project produces value-added products and services, and whether the project provides a positive fiscal impact and economic impact.

B. Types of business. The project shall be of a nature that has been identified by the Town Council as desirable to stimulate the local economy and improve the quality of life for its citizens. To meet this objective, the project must involve one of the following:

1. Manufacturing firms, as per the Manufacturing Assistance Act,
2. Class "A" office space,
3. Offices for advanced medical procedures,

4. Significant Fiscal Impact Project. A Significant Fiscal Impact Project shall mean any eligible use, as per Connecticut General Statutes Section 12-65b (b), which makes a capital investment in taxable personal property and improvements to real property equal to or greater than \$60 million dollars, and

5. Permanent multi-family residential projects located in Windsor Center Design Development Area (section II B 5 sunsets January 31, 2017, therefore applications for this eligible use must be approved prior to said sunset date).

C. Maintain existing tax base. Assistance will be given to businesses that invest in new buildings or building expansions. Property taxes on the existing land and facilities shall not be reduced for new development projects.

D. Definition of businesses. The following definitions will be used in determining the term of abatement and the level of capital investment required.

1. Existing business is a business that shall have had facilities and operations in the Town for a period of not less than one year.

2. New business is a business that is new to Town or has not had facilities and operations in Town for a period of at least one year.

E. General requirements. Applications for assessment abatement must conform to the following requirements:

1. Applicant must not be delinquent in any taxes or charges due to the Town of Windsor.
2. If the end user of the proposed facility is a lessee, then the tax benefits created by this abatement must be clearly reflected in the lease as accruing to the Applicant Company and the lease must be at least for the term of the abatement period.
3. An agreement entered into pursuant to this policy shall not be subject to assignment, transfer, or sale without the written consent of the Windsor Town Council.
4. After approval of an application by the Town Council and approval of a site plan by the Town Planning and Zoning Commission, construction shall commence within six months and shall be completed within twenty-four months. The Town Council must approve any extension of these deadlines.
5. In the event that the applicant, during the period of its participation in this program: a. relocates its business from Windsor, b. becomes delinquent in taxes or fees, c. closes its operation, or d. declares bankruptcy, then any tax incentive benefit enjoyed by the applicant under this program shall be forfeited and the applicant shall be required to pay back all taxes that would have been assessed had the applicant not participated. The period of participation shall extend for three years beyond the term of the abatement.

III. Abatement Criteria and Adjustments

All projects receiving an abatement shall meet the criteria detailed below.

A. Local Employment. The applicant shall commit to use its best efforts to make new job opportunities created by the project available to Windsor town residents.

B. Wages. The Town expects projects that pay at or above the median wage for similar positions in Hartford County.

C. Building Design. Projects must be in compliance with the Town of Windsor Plan of Conservation and Development and must utilize construction materials that meet or exceed the town's requirements.

IV. Abatement Schedule

A. For New Business, in setting an abatement schedule as part of a Fixed Assessment Agreement, the Town Council will use the following table as a guide. The minimum required investment shall be based upon the actual capital investment in taxable real property improvements, excluding land cost and personal property. The percentage abatement may vary from year to year provided that the average percentage abatement shall not exceed the maximum average percentage over the entire term.

<u>Minimum Taxable Real Property Improvement (Market Value)</u>	<u>Maximum Average % Abated Over Term</u>	<u>Maximum Term</u>
<u>\$500 K -10M</u>	<u>30%</u>	<u>3 years</u>
<u>\$11-20M</u>	<u>40%</u>	<u>4 years</u>
<u>\$21-30M</u>	<u>50%</u>	<u>5 years</u>
<u>\$31-50M</u>	<u>60%</u>	<u>5 years</u>
<u>\$51-80M</u>	<u>70%</u>	<u>5 years</u>
<u>Over \$80M</u>	<u>100%</u>	<u>7 years</u>

B. For Existing Business, in setting an abatement schedule as part of a Fixed Assessment Agreement, the Town Council will use the following table as a guide. The minimum required investment shall be based upon the actual capital investment in taxable real property improvements, excluding land cost and personal property. The percentage abatement may vary from year to year provided that the average percentage abatement shall not exceed the maximum average percentage over the entire term.

<u>Minimum Taxable Real Property Improvement (Market Value)</u>	<u>Maximum Average % Abated Over Term</u>	<u>Maximum Term</u>
<u>\$350 K -3M</u>	<u>40%</u>	<u>3 years</u>
<u>\$4M- 10M</u>	<u>40%</u>	<u>4 years</u>
<u>\$11-20M</u>	<u>40%</u>	<u>4 years</u>
<u>\$21-30M</u>	<u>50%</u>	<u>5 years</u>
<u>\$31-50M</u>	<u>60%</u>	<u>5 years</u>
<u>\$51-80M</u>	<u>70%</u>	<u>5 years</u>
<u>Over \$80M</u>	<u>100%</u>	<u>7 years</u>

C. Adjustment to Abatement Schedule. The Town Council may adjust the abatement schedule as set forth in Section IV, A, by increasing the average percentage abatement by not more than 10% based on the following criteria:

1. Wages. An increase in the average percentage abatement of up to 5 % may be considered when the project includes wages that exceed the median wages for similar positions in Hartford County.
2. Targeted Industries. An increase in the average percentage abatement of up to 5% may be considered for projects that are targeted industries per the town's target industry list.
3. Building Design. An increase in the average percentage abatement of up to 5% may be considered for use of high quality materials on the building exterior and/or the use of sustainable technologies including photovoltaic power sources.

V. Application Procedure

- A. Any eligible owner and/or lessee may apply under this Policy to the Town of Windsor on application forms provided by the Economic Development Director. The applicant shall provide all required information in sufficient detail to allow the Town to determine costs and benefits associated with the implementation of a requested tax incentive. This information should include when appropriate the following:
 1. Description of the project including an estimate of the number of jobs to be created and their wages.
 2. Description of the applicant and its products or services and including a listing of its officers.
 3. An estimate of the costs of the proposed improvements.
 4. A construction schedule.
 5. Identification of the assessment abatement schedule requested and specific justification for any adjustments per Section IV, C.
 6. Identification of any other public incentives, financial or otherwise which are included in the project financing.
 7. A calculation of the taxes foregone.
 8. A statement of the benefits to the Town for granting a tax assessment abatement including an estimate of local taxes to be paid and purchases from local vendors and a description of planned corporate community involvement.
 9. Other information as requested by the Town.
- B. Each application shall be accompanied by a filing fee of five hundred (\$500.00) dollars.
- C. Upon receipt of the completed application and fee, the Economic Development Director shall refer the application to the Town Manager and Economic Development Commission for review and recommendation. Each application shall be reviewed on a case-by-case basis. The Town Manager and Economic Development Commission shall each forward recommendations in writing to the Town Council.

- D. The Town Council, in its sole discretion, shall approve, approve with modifications and conditions or deny the application.

VI. Agreement

- A. Pursuant to the Town Council decision, the applicant shall enter into a written agreement with the Town fixing the assessment of the real property in accordance with the assessment abatement schedule that was approved.
- B. Said agreement shall incorporate appropriate provisions of the Policy, in particular, the following:
1. Applicant must not be delinquent in any taxes or charges due to the Town.
 2. If the end user of the proposed facility is a lessee, then the tax benefits created by this abatement must be clearly reflected in the lease as accruing to the Applicant Company and the lease must be at least for the term of the abatement period.
 3. An agreement entered into pursuant to this policy shall not be subject to assignment, transfer, or sale without the written consent of the Windsor Town Council.
 4. After approval of an application by the Town Council and approval of a site plan by the Town Planning and Zoning Commission, construction shall commence within six months and shall be completed within twenty-four months. The Town Council must approve any extension of these deadlines.
 5. In the event that the applicant during the period of its participation in this program:
 - a. Relocates its business from Windsor,
 - b. Becomes delinquent in any taxes or fees,
 - c. Closes its operation in Windsor, or
 - d. Declares bankruptcy,then any tax incentive benefit enjoyed by the applicant under this program shall be forfeited and the applicant shall be required to pay back all taxes that would have been assessed had the applicant not participated. The period of participation shall extend for three years beyond the term of the abatement.
 6. Applicant shall provide a report annually regarding its compliance with the employment and wage provisions of this Policy. Said report shall be in writing upon such forms as are provided for this purpose by the Town.
 7. Failure to comply with any of the conditions associated with a fixed assessment project including but not limited to provisions of the fixed assessment agreement and any requirements specified by any of Windsor's land use commissions may result in the Town Council's review of, and possible modification to, said fixed assessment agreement.

Town of Windsor, Connecticut Assessment Abatement Policy

Targeted Business List February, 2004

The following businesses qualify as a targeted business under the Town of Windsor Assessment Abatement Policy. The ultimate determination as to whether a specific applicant is a targeted business shall be with the Town Council.

1. Class A office space - Class "A" office space must include the following features:
 - a. Two or more stories
 - b. Minimum of 50,000 SF of floor area
 - c. Incorporates broadband communications technology throughout
 - d. High-speed elevators
 - e. Life-safety and security programs
 - f. On-site management
 - g. Energy management system
2. Biotechnology firms – these include bioscience, biotechnology and bio-medical research companies as defined by the Connecticut Bioscience Cluster and including companies that manufacture related scientific and laboratory equipment or products.

Windsor Center Plan



Legend



0 0.05 0.1 Miles



Source: 2004 Windsor Plan of Conservation & Development Section 9-- Villages



TOWN OF ELLINGTON

55 MAIN STREET – PO BOX 187
ELLINGTON, CONNECTICUT 06029-0187

www.ellington-ct.gov

TEL. (860) 870-3120 **TOWN PLANNER'S OFFICE** FAX (860) 870-3122

**ECONOMIC DEVELOPMENT COMMISSION
REGULAR MEETING MINUTES
WEDNESDAY, NOVEMBER 18, 2020, 7:00 PM
ZOOM MEETING**

PRESENT: Chairman Sean Kelly, Vice Chairman Donna Resutek, Regular Members Chris Todd, David Hurley, and Alternate Susan Conte

ABSENT: Alternate Bryan Platt

STAFF

PRESENT: Lisa M. Houlihan, Town Planner and Christine Post, Recording Clerk

I. CALL TO ORDER: Chairman Sean Kelly called the Economic Development Commission meeting to order at 7:05 PM.

II. PUBLIC COMMENTS (on non-agenda items): **NONE**

III. ACTIVE BUSINESS:

1. Report: Tax Incentive/Abatement Programs

- a. Tax Abatement Application for Earthlight Technologies, LLC, 128 West Rd, APN 037-003-0002 in a Planned Commercial (PC) zone. Construction of a two story building, approximately 20,000 sf for corporate headquarters – Sales & Installation of energy efficiency equipment and solar PV system.

Tim Schneider from Earthlight Technologies, LLC introduced himself and his company and was joined by both Sam and Jake Schneider. Tim stated they have outgrown their facilities on Route 83 in Ellington along with their leased property in Vernon. To that end they are looking to expand and develop property at 128 West Road to be built as a show room to educate the public on solar energy, tesla batteries and the like. Sam Schneider gave an overview of the building which will consist of 8,000 square feet of office and showroom space and just under 12,000 square feet of warehouse space with the intent of having their entire business under one roof. They have designed the building to use electric power and use solar array on roof.

The commission reviewed the abatement application materials. Chairman Kelly asked whether the warehouse would be for assembly or maintenance and Sam replied it would be for storage only. Discussion ensued regarding anticipated construction costs, potential for new jobs and revenues from fleet vehicles.

Ms. Houlihan indicated that the abatement program has 3 tiers, of which \$3,000,000.00 is the top tier for a period of 7 years.

Kim Bechard, Ellington Assessor reported that the current tax revenue for the land is a few hundred dollars per year because it is presently under the PA 490 farm exemption. Ms. Bechard indicated that she needs the plans to prepare a proper assessment analysis to provide Earthlight with an estimate for the tax amount and abatement. Chairman Kelly stated that this project would provide all new revenue to the town.

MOVED (TODD) SECONDED (RESUTEK) AND PASSED UNANIMOUSLY TO FIND SCHNEIDER BROTHERS LLC/EARTHLIGHT TECHNOLOGIES, LLC AN ELIGIBLE BUSINESS AND THE CONSTRUCTION OF A NEW 20,000 SF CORPORATE HEADQUARTERS AND SITE IMPROVEMENTS ASSOCIATED WITH SALES AND INSTALLATION OF ENERGY EFFICIENCY EQUIPMENT AND SOLAR PV SYSTEMS TO MEET THE PURPOSE OF THE ABATEMENT PROGRAM BY ENCOURAGING GROWTH AND INVESTMENT IN EXISTING BUSINESSES AND FURTHER MEETS THE OUTCOME OF THE PROGRAM BY INCREASING LONG TERM TAX REVENUE AND PROVIDING POTENTIAL EMPLOYMENT AND OPPORTUNITIES FOR OTHER TOWN BUSINESSES TO SERVICE THE NEW COMPANY.

IN SO FINDING THE EDC RECOMMENDS AN ABATEMENT OF 90% FOR THE FIRST TWO YEARS, YEAR THREE AT 80%, YEAR FOUR AT 70%, YEAR FIVE AT 60% AND THE LAST TWO YEARS AT 50%, AND FORWARDS A POSITIVE RECOMMENDATION TO THE BOARD OF SELECTMEN FOR CONSIDERATION.

This motion will be forwarded to the Board of Selectmen (BOS) for their meeting on December 14, 2020.

2. Report: Tolland County Chamber of Commerce

Nothing new to report.

3. Report: Agricultural Initiatives

Ms. Houlihan reported that the farmland preservation proposal for Oakridge Dairy was approved by the BOS and has been forwarded to the Board of Finance after which it will then go back to the BOS for forwarding to Town Meeting.

4. Report: Connecticut Economic Development Association Best Practices

Nothing new to report.

5. Report: Current Economic Activity

a. Discuss: First Annual Shop Ellington 2020 Campaign

Ms. Houlihan updated the commissioners on the status of the campaign. She reported that 120 invitations were sent out via email and another 130 invitations sent via regular mail along with a Facebook page created solely for the event. To date, there are a total of 25 businesses that are participating, and the Journal Inquirer published an article from

a press release issued by the Planning Department. To garner more involvement, Lori Spielman, First Selectman, will visit businesses and the Connecticut Small Business Institution with UCONN will highlight the event in their publication.

The commission discussed the details of the raffle cards, stickers and specifications of how the customers and businesses will participate. It was decided there would be a \$100 grand prize gift card, two \$50 gift cards for the runners up, and four \$25 gift cards for 3rd place. Furthermore, all commission members agreed to reschedule next month's meeting from December 9, 2020 to December 16, 2020 to draw the winning names and allocate the prizes.

IV. ADMINISTRATIVE BUSINESS:

1. Approval of the October 14, 2020 regular meeting minutes.

MOVED (HURLEY) SECONDED (RESUTEK) AND PASSED UNANIMOUSLY TO APPROVE THE OCTOBER 14, 2020 MEETING MINUTES AS WRITTEN.

2. Approval of 2021 meeting schedule.

MOVED (RESUTEK) SECONDED (TODD) AND PASSED UNANIMOUSLY TO APPROVE THE 2021 MEETING SCHEDULE.

3. Correspondence:

- a. AdvanceCT – Guide to suppliers offering reliable and high-quality PPE.

Ms. Houlihan shared this information with the commission which was emailed to businesses on the commission's distribution list. Commissioner Conte indicated there is a PPE company she works with that she can reach out to if needed.

- b. Department of Economic and Community Development – Reopen CT Rollback to Phase 2.1

V. ADJOURNMENT:

MOVED (TODD) SECONDED (RESUTEK) AND PASSED UNANIMOUSLY TO ADJOURN THE ECONOMIC DEVELOPMENT COMMISSION MEETING AT 8:36 PM.

Respectfully submitted,

Christine Post, Recording Clerk



TOWN OF ELLINGTON

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**ECONOMIC DEVELOPMENT COMMISSION
SPECIAL MEETING MINUTES
WEDNESDAY, DECEMBER 16, 2020, 7:00 PM
ZOOM MEETING
(IN-PERSON ATTENDANCE NOT PERMITTED DUE TO COVID19)
(PUBLIC PARTICIPATION PROVIDED VIA ZOOM)**

PRESENT: Chairman Sean Kelly, Vice Chairman Donna Resutek, Regular Members Chris Todd and David Hurley

ABSENT: Regular Member Susan Conte and Alternate Bryan Platt

STAFF

PRESENT: Lisa M. Houlihan, Town Planner and Christine Post, Recording Clerk

- I. CALL TO ORDER:** Chairman Sean Kelly called the Economic Development Commission meeting to order at 7:05 PM.
- II. PUBLIC COMMENTS (on non-agenda items): NONE**
- III.** Discuss First Annual Shop Ellington 2020 Campaign held November 27, 2020 through December 6, 2020, and conduct raffle prize drawing.

Chairman Kelly stated he visited approximately 10 of the participating businesses to discuss the Shop Ellington 2020 Campaign for research purposes for the next event and he believes that a warmer time of year would be better for the second campaign. Ms. Houlihan reported that 29 businesses participated in the campaign and their office received 9 raffle tickets which were placed in sealed envelopes for the prize drawing. Of those 9 tickets, 5 people went to 10 different businesses and 4 people went to 5 or more. Ms. Houlihan picked the raffle tickets randomly and the winners are as follows: The Grand Prize winner of a \$100 gift card is Doreen Brady. The two 1st Runner Up Prize winners of a \$50 gift card each are Teri Firetto and Valerie Amsel. The four 2nd Runner Up Prize winners of a \$25 gift card each are: Michelle Giardano, Nadine K., Patricia Witinok and Terry Barstis

Ms. Houlihan suggested the commission send out a survey of the 29 participating businesses to see what can be done for the next Campaign, and specifically mentioned providing signage to the participating businesses. Chairman Kelly recommended the following survey questions: 1) Did the business see any increased traffic as result of the Shop Ellington 2020 Campaign, 2) Did they feel like it resulted in more awareness of their business, 3) Would they be willing to participate in another event, and 4) Would they be willing to put up signage if provided by the Commission?

Ms Houlihan mentioned all the advertising that had been done by the town and commission via social media, direct mailers, email blasts, press releases, along with the First Selectman on her Ellington news segment. Chairman Kelly suggested that next time there be a banner on front page of town website instead of under the "Things To Do" tab.

IV. ADJOURNMENT:

**MOVED (RESUTEK) SECONDED (HURLEY) AND PASSED UNANIMOUSLY TO
ADJOURN THE ECONOMIC DEVELOPMENT COMMISSION MEETING AT 7:28 PM.**

Respectfully submitted,

Christine Post, Recording Clerk

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December 14, 2020

Via Certified Mail/Return Receipt Requested

Sean Kelly, Chairman
Economic Development Commission
55 Main St.
Ellington, CT 06029

**Re: CTEC Solar, LLC ("CTEC") Petition for Declaratory Ruling for a Solar Project to
Be Located in Ellington, Connecticut**

Dear Sir/Madam:

Pursuant to section 16-50j-40(a) of the regulations of the Connecticut Siting Council (the "Council"), we are notifying you that CTEC Solar, LLC intends to file a petition for declaratory ruling with the Council on or shortly after December 28, 2020. This petition will request the Council's approval of the location and construction of a 6.0-megawatt alternating current solar photovoltaic electric generating facility and associated electrical interconnection equipment (the "Project") in Ellington, Connecticut. The Project address is 277 Sadds Mill Road, Ellington (the "Property") and will involve the development of approximately 30.5 acres of the underlying parcels ("Project Area"). The Project Area consists of two parcels; the 99.6 acre parcel to the east of the intersection of Sadds Mill Road and Reeves Road, and the 57.7 acre parcel to the north of that, on the south side of Reeves Road.

The Project consists of solar modules, string inverters, driven post racking, DC string wiring, AC wire runs, transformers, switchgear, metering equipment, security fencing and access roads. The Project will be interconnected with Eversource's electric distribution system.

Once filed, a full copy of the Petition will be placed on file with the Towns of Ellington and East Windsor. If you have any questions regarding the Project, please contact the undersigned or the Council.

Sincerely,



Lee D. Hoffman
Attorney for CTEC Solar, LLC