



STATE OF CONNECTICUT – COUNTY OF TOLLAND
INCORPORATED 1786

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 AGENDA WEDNESDAY, MAY 11, 2022, 7:00 PM

**IN-PERSON ATTENDANCE: TOWN HALL ANNEX, 57 MAIN STREET, ELLINGTON, CT
REMOTE ATTENDANCE: VIA ZOOM MEETING, INSTRUCTIONS 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
 - a. Discussion: Invitation to Participate, April 19, 2022, Town-wide Farm Day, Saturday, September 17, 2022, 10AM - 3PM.
3. Report: Connecticut Economic Development Association Best Practices
 - a. Discussion: Chapter Six: Economic Development – POCD 2019-2029 & Economic Development Strategic Plan
 - b. Revised Draft Flowcharts
4. Report: Tax Incentive/Abatement Programs
5. Report: Current Economic Activity

IV. ADMINISTRATIVE BUSINESS:

1. Fiscal Year 2021-2022 Budget & Expenditures update.
2. Approval of the April 13, 2022 regular meeting minutes.
3. Correspondence:
 - a. Goman + York Advisory Services, Connecticut's Shifting Demographics, The Dynamics of Demographics and Economic Development, dated December 9, 2021.

V. ADJOURNMENT:

Next regular meeting is scheduled for June 8, 2022

Instructions to attend remotely via Zoom Meeting listed below. The agenda is posted on the Town's webpage (www.ellington-ct.gov) under Agenda & Minutes, Economic Development Commission.

Join Zoom Meeting via link:

Link: <https://us06web.zoom.us/j/83030674561>

Meeting ID: 830 3067 4561

Passcode: 455294

Join Zoom Meeting by phone:

1-646-558-8656 US (New York)

Meeting ID: 830 3067 4561

Passcode: 455294

COMMISSIONERS: TO ASSIST IN ESTABLISHING QUORUMS REQUIRED TO CONDUCT MEETINGS, PLEASE CONTACT THE PLANNING DEPARTMENT IF YOU ARE UNABLE TO ATTEND A SCHEDULED MEETING.

COPY

*Sent to 21 Farmers on
Town of Ellington Letterhead.*

April 19, 2022

NAME

ADDRESS

ADDRESS

RE: INVITATION TO PARTICIPATE - 1st Annual Ellington Farm Day
September 17, 2022, 10:00 AM - 3:00 PM

Dear

I write on behalf of the Ellington Economic Development Commission. For the past two years, the Commission sponsored a **buy local promotion** during the winter holiday shopping season to help bolster consumer activity for local retailers. The two events prompted more than 160 customer visits for over 40 Ellington businesses. The Commission wants to expand buy local efforts and **highlight Ellington agriculture businesses and programs**. After polling a sampling of local farms, the Commission is pleased to promote the **1st Annual Ellington Farm Day on Saturday, September 17, 2022, from 10:00 AM to 3:00 PM**; AND, WE ARE HOPEFUL YOU'LL PARTICIPATE.

Through the Ellington Planning Department, the Commission will advertise the event and participating locations in the Ellington Newsletter, via Press Release, ads in local newspapers, posts on town-sanctioned social media, etc. The level of activity during the event is up to you...keep it simple and merely open for business, or dig-in and hold an open house, offer special sales, conduct tours, host educational sessions, etc.

Advertising the event will start early summer, we'd love to include your farm/farm-related program in advertisements. If you are interested in participating, **save the date and sign-up by contacting the Ellington Planning Department in the coming weeks** by phone at 860-870-3120, email at planner@ellington-ct.gov, or visit the Ellington Town Hall Annex at 57 Main Street. On behalf of the Commission and the Planning Department, thank you for your time and consideration.

Very truly yours,

Lisa M. Houlihan, AICP
Ellington Town Planner

From: [Kristen Gorski](#)
To: [Lisa Houlihan](#)
Cc: ["Parsons-Whitaker, Kimberley P"; "Toussaint Williams"](#)
Subject: CEDAS Best Practices in Economic Development & Land Use Planning Certification
Date: Wednesday, April 27, 2022 3:26:08 PM
Attachments: [image001.png](#)

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good afternoon Lisa-

On behalf of the Connecticut Economic Development Association (CEDAS) I am pleased to inform you that the Town of Ellington has been selected as a 2022 Silver Level Certified Community in Best Practices in Economic Development & Land Use. Congratulations!

This is an immense achievement, which is a tribute to your municipality's dedication to reviewing existing strategies, determining areas where your community excels, recognizing areas of improvement, and actively focusing on advancing economic vitality.

CEDAS will publicly announce our 2022 Best Practices Certified Communities this week. Our Best Practices Committee will be in touch shortly thereafter to provide you with feedback relative to your application.

We are working to finalize details of the Awards Ceremony, which is being planned for the first week of June. A notice of this event is forthcoming.

We look forward to celebrating your success!

Sincerely,
Kristen Gorski, President
Connecticut Economic Development Association



Best Regards,



Ellington, CT Planning Department

57 Main Street, PO Box 187, Ellington, CT 06029
Phone: 860-870-3120 / General Email: planner@ellington-ct.gov

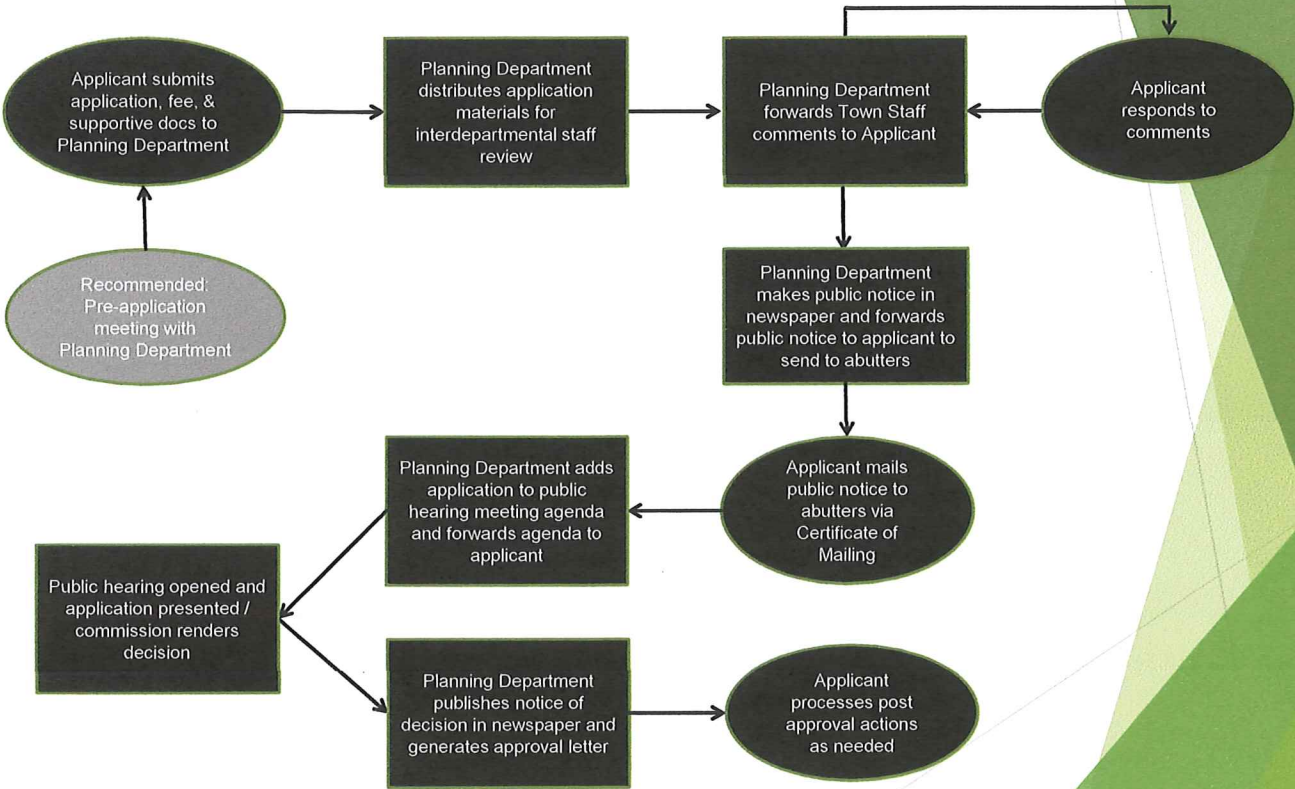
Monday: 8:30AM - 6:00PM, Tuesday - Thursday: 8:30AM - 4:00PM, Friday: 8:30AM - 1:30PM
(excluding holidays and emergency closings)

GENERAL APPLICATION REVIEW FLOWCHART

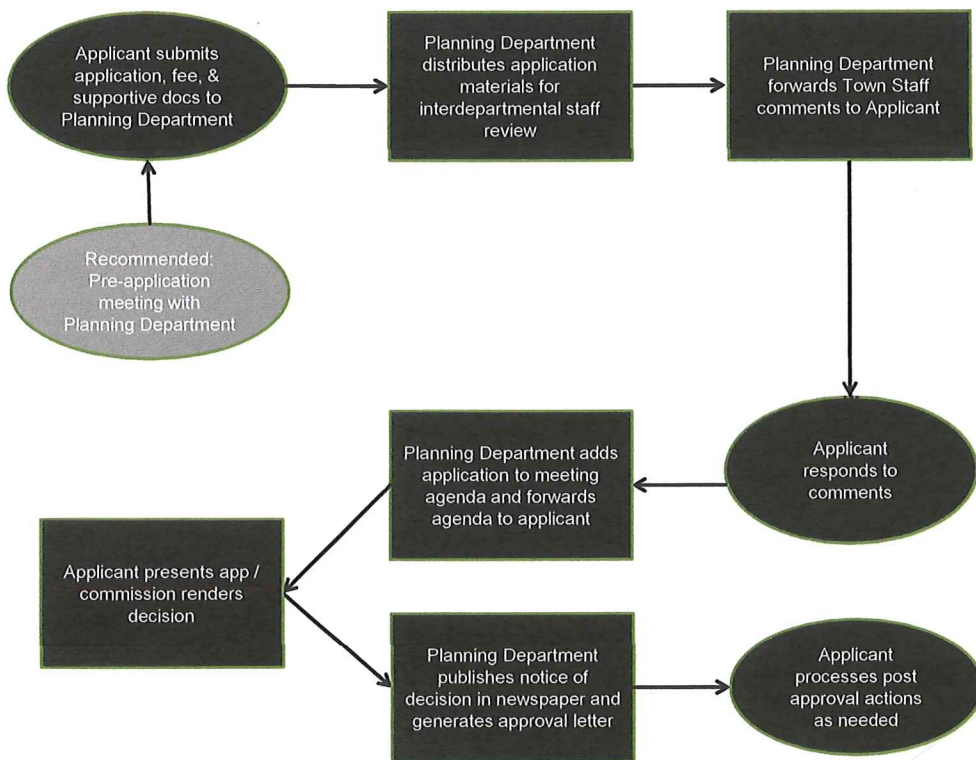
Regulatory Land Use Commission

Inland Wetland Agency / Planning and Zoning Commission / Zoning Board of Appeals

Ellington Regulatory Land Use Commission General Application Process (Public Hearing)



Ellington Regulatory Land Use Commission General Application Process (No Public Hearing)



TOWN OF ELLINGTON

Town Planner Expenditure

From Date: 7/1/2021

To Date: 5/4/2022

Fiscal Year: 2021 - 2022

Part Time--Econ Devel Commission

80.00%

\$1,300.00

\$260.00

\$1,040.00

\$0.00

\$1,040.00

\$1,040.00

Transaction Detail (Maximum)	Check No	Invoice No	PO Number	Voucher	Shipment	Memo	Vendor	Journal	Amount
1/21/2022	280	0	0	0	0	0 ECON DEV Comm-Part Time		Adjusting	\$130.00
2/18/2022	312	0	0	0	0	0 ECON DEV Comm-Part Time		Adjusting	\$130.00
							Detail Total:		\$260.00

Transaction Detail (Maximum)	Check No	Invoice No	PO Number	Voucher	Shipment	Memo	Vendor	Journal	Amount
12/16/2021	203	0	202247	0	1027	0 202247	Journal Inquirer	Accounts Payable	\$170.00
4/28/2022	607	0	0	0	0	0 Reclass Adkins Invoice \$154		Adjusting	\$154.00
							Detail Total:		\$324.00

Transaction Detail (Maximum)	Check No	Invoice No	PO Number	Voucher	Shipment	Memo	Vendor	Journal	Amount
10/22/2021	114	0	1808	0	1020	0 1808	Tolland County Chamber Of Comm	Accounts Payable	\$430.00
4/20/2022	568	0	EDC membership	0	1047	0 EDC membership	Cedas	Accounts Payable	\$150.00
4/20/2022	568	0	Regular Member 1st	0	1047	0 Regular Member 1st	Cedas	Accounts Payable	\$150.00
							Detail Total:		\$730.00

Transaction Detail (Maximum)	Check No	Invoice No	PO Number	Voucher	Shipment	Memo	Vendor	Journal	Amount
1000.02.00220.20.60223						Travel--Econ Devel Commission--			\$0.00
1000.02.00220.20.60232						Postage--Econ Devel Commission--			\$0.00
1000.02.00220.20.60233						Education--Econ Devel Commission			\$0.00
1000.02.00220.20.60234						Professional Development--Econ Devel Commission--			\$100.00
							Detail Total:		\$100.00

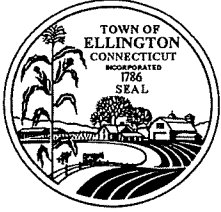
Transaction Detail (Maximum)	Check No	Invoice No	PO Number	Voucher	Shipment	Memo	Vendor	Journal	Amount
3/10/2022	331	0	0	0	0	0 Professional Development--Econ Devel Commission--		Adjusting	(\$25.00)
4/20/2022	568	0	00337	0	1047	0 00337	Tolland County Chamber Of Comm	Accounts Payable	\$25.00
							Detail Total:		\$0.00

Account Number	Description	Adj. Budget	Current	YTD	Balance	Encumbrance	Budget Bal	% Bud
1000.02.00220.20.60280	Contracted Services--Econ Devel Commission--	\$2,800.00	\$404.00	\$404.00	\$2,396.00	\$0.00	\$2,396.00	85.57%

Transaction Detail (Maximum)	Check No	Invoice No	PO Number	Voucher	Shipment	Memo	Vendor	Journal	Amount
11/18/2021	130	0	59132	0	1024	0 59132	Ellington Printery	Accounts Payable	\$404.00
							Detail Total:		\$404.00

Account Number	Description	Adj. Budget	Current	YTD	Balance	Encumbrance	Budget Bal	% Bud
1000.02.00220.30.60341	Office Supplies--Econ Devel Commission--	\$0.00	\$1,718.00	\$1,718.00	\$3,632.00	\$0.00	\$3,632.00	67.89%

Department: Econ Devel Commission - 00220



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ECONOMIC DEVELOPMENT COMMISSION REGULAR MEETING MINUTES WEDNESDAY, APRIL 13, 2022, 7:00 PM

IN-PERSON ATTENDANCE: TOWN HALL ANNEX, 57 MAIN STREET, ELLINGTON, CT
REMOTE ATTENDANCE: VIA ZOOM MEETING, INSTRUCTIONS PROVIDED BELOW

PRESENT: In Person: Chairman Sean Kelly
Remote Attendance: Vice Chairman Donna Resutek and Regular Members
David Hurley and Jim Fay

ABSENT: Regular Member Chris Todd, and Alternates Sam Chang, Bryan Platt and
Amos Smith

STAFF

PRESENT: Lisa M. Houlihan, Town Planner (In Person) and Nathaniel Trask, Recording
Clerk (Remote)

I. CALL TO ORDER: Chairman Sean Kelly called the Economic Development Commission meeting to order at 7:00 PM.

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

III. ACTIVE BUSINESS:

1. Report: Tolland County Chamber of Commerce

Ms. Houlihan went to a meeting with the Board of Directors of the Tolland County Chamber of Commerce. The Board talked about past and upcoming events the chamber is working on. The business showcase that was held last week was well attended. There will be a Facebook training for businesses on April 19, 2022, from 8 AM to 10 AM in Tolland. Participants can register on the chamber's website and there is a \$25 admission fee to attend. The Tag Sale Trail event will be held on April 30, 2022. This is open to all thirteen towns and participants can register with the chamber as individuals or businesses.

2. Report: Agricultural Initiatives

a. Discussion: Town-wide Farm Day (September 2022, tentative)

Ms. Houlihan wrote a letter-of-interest to introduce the Town-wide Farm Day to the local farms that will be sent out on April 14. The tentative date for the event is September 17, 2022, from 10 AM to 3 PM. Chairman Kelly noted that the event is for farms and farm-related businesses. Commissioner Hurley said that the event could be advertised in local print publications and local television. Commissioner Fay said the event would be great

for smaller farms in town. Chairman Kelly said that a lot of farms also offer retail on their farms.

3. Report: Connecticut Economic Development Association Best Practices
 - a. 2022 Best Practices Application

At the last meeting, some commissioners asked to take a closer look at the 2022 Connecticut Economic Development Association (CEDAS) Best Practices Application. Chairman Kelly noted that there are around 30 best practice questions on the application, and that applicants must be implementing a certain number of those to receive Best Practices recognition. Ms. Houlihan reminded the commission that the association has adopted bronze, silver, and gold point thresholds that applicants can qualify for depending on the number of best practices they satisfy. She also identified areas that the commission can improve on.

Chairman Kelly said that CEDAS notified applicants that they are running behind on making decisions for the Best Practices awards. A decision should be received by the next meeting.

- b. Sample/Draft Application Flow Chart

Ms. Houlihan presented a draft flow chart of the Zoning Board of Appeals Application Process, noting the workflow is similar for other regulatory boards like the Planning and Zoning Commission and Inland Wetlands and Watercourses Agency.

- c. CEDAS Membership Renewal

Chairman Kelly said that by keeping the CEDAS best practices application as an agenda item, the commission can discuss the progress it is making to improve the practices it has already implemented and the ones they want to implement.

MOVED (HURLEY) SECONDED (FAY) AND PASSED UNANIMOUSLY TO APPROVE MEMBERSHIP RENEWAL FOR THE CONNECTICUT ECONOMIC DEVELOPMENT ASSOCIATION.

4. Report: Tax Incentive/Abatement Programs

There is nothing new to report currently.

5. Report: Current Economic Activity

Chairman Kelly said Big Y Express Car Wash is now open. Phase 2 is a multi-purpose building that will be constructed to the west of the car wash. Ms. Houlihan said JRego's Gathering Place will be adding approximately 400 sq. ft. to their patio space in the front of the building, and Ellington Center Animal Clinic will be adding about 300 sq. ft. of office space to their building. Commissioner Hurley asked why JRego's Gathering Place is allowed to expand their outdoor dining space, but the previous occupant could not. Ms. Houlihan said the previous occupant could have expanded but chose not to pursue it on

their own accord, and Chairman Kelly added that they looked to expand their indoor dining instead.

IV. ADMINISTRATIVE BUSINESS:

1. Fiscal Year 2021-2022 Budget & Expenditures update.

Chairman Kelly said there was a slight decrease in the fiscal budget. He said the commission has only spent 78.64% of the budget. Ms. Houlihan said the \$25 listed on the budget from earlier this fiscal year for professional development will be corrected.

2. Approval of the February 9, 2022 regular meeting minutes.

MOVED (HURLEY) SECONDED (FAY) AND PASSED UNANIMOUSLY TO APPROVE THE FEBRUARY 9, 2022 MEETING MINUTES AS WRITTEN.

3. Correspondence:

- a. Goman + York Advisory Services, Connecticut's Shifting Demographics, The Dynamics of Demographics and Economic Development, dated December 9, 2021.

Chairman Kelly said he would like to talk about this agenda item at the next meeting when Commissioner Chang can be present. Commissioner Hurley talked about the different population types in Ellington, and luxury homes that are affordable for young professionals. Commissioner Fay said that affordable housing in Ellington is lacking. Ms. Houlihan said that providing different housing types is supported by the Plan of Conservation and Development. Vice Chairman Resutek said she was looking for the data to inform the commission of what kinds of businesses to bring into town, but she was not sure if the data communicates that information.

- b. Plan of Conservation and Development, Chapter Six - Economic Development

Chairman Kelly said that real estate development in Ellington has outpaced other towns in the local area. He also said he was not sure if there was enough demand for more housing developments like Windermere Village, and that land near the intersection with Route 83, Main Street and Snipsic Lake Road would be hard to develop due to the traffic there.

V. ADJOURNMENT:

MOVED (RESUTEK) SECONDED (FAY) AND PASSED UNANIMOUSLY TO ADJOURN THE ECONOMIC DEVELOPMENT COMMISSION MEETING AT 7:52 PM.

Respectfully submitted,

Nathaniel Trask, Recording Clerk