



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](http://www.ellington-ct.gov)

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

**ECONOMIC DEVELOPMENT COMMISSION  
REGULAR MEETING AGENDA  
WEDNESDAY, AUGUST 14, 2024, 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. Tax Incentive/Abatement Programs
  - a. Report concerning referral to the Board of Selectmen to consider establishing a new ordinance pursuant to CGS §12-81m a municipal option to abate up to fifty percent of property taxes for dairy, fruit, vegetable, nursery, tobacco, and nontraditional farms.
2. Report: Tolland County Chamber of Commerce
  - a. 2024 Tolland County Chamber of Commerce Business Awards Nominations
3. Agricultural Initiatives
  - a. Ellington Farm Day 2024
4. CEDAS Best Practices – Customer Service Satisfaction Survey Results
5. Report: Current Economic Activity

**IV. ADMINISTRATIVE BUSINESS:**

1. Fiscal Year 2024-2025 Budget & Expenditures Update.
2. Approval of the June 12, 2024, Regular Meeting Minutes.
3. Correspondence/Discussion:
  - a. North Central District Health Dept. Ellington Annual Report July 1, 2023 – June 30, 2024.

**V. ADJOURNMENT:**

*Next regular meeting is scheduled for September 11, 2024.*

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Instructions to attend meeting remotely via Zoom Meeting listed below. The agenda is posted on the Town of Ellington webpage ([www.ellington-ct.gov](http://www.ellington-ct.gov)) under Agenda & Minutes, Economic Development Commission.

**Join Zoom Meeting via link:**

**Link:** <https://us06web.zoom.us/j/86872831978>

**Meeting ID:** 868 7283 1978

**Passcode:** 834593

**Join Zoom Meeting by phone:**

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

**Meeting ID:** 868 7283 1978

**Passcode:** 834593

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



## Nominate a fellow chamber business or your own business for an award!

The Tolland County Chamber is accepting nominations for its annual member awards program! At our annual meeting in October 2024, we will recognize chamber members for one or more of the following four categories: 1) economic development (business growth/job growth); 2) corporate citizen (civic contributions and involvement); 3) beautification (improvement to grounds and facilities); and 4) best new business. (Please note that the award program is for businesses only, and not individuals.)

If you would like to nominate a fellow chamber member or your own business, please complete and return this form to the chamber office by August 29, 2024. The chamber's Economic Development Committee will review all the nominations and select the winners. Please help us get successful local businesses the recognition that they deserve!

Nominee (business name):	
Nominee's address:	
Award category: Economic development; corporate citizen; beautification; best new business	
Provide a short justification for the award (please attach any additional information, such as photos, etc.):	
Your name and business:	
Your business address:	
Your email and business telephone:	

Please fax or mail this form to: Tolland County Chamber of Commerce  
30 Lafayette Square  
Vernon, Connecticut 06066-4527  
(860) 872-0587  
Fax: (860) 872-0588  
[www.tollandcountychamber.org](http://www.tollandcountychamber.org)

# ELLINGTON TOWN PLANNER'S OFFICE CUSTOMER SERVICE SATISFACTION SURVEY

The Ellington Town Planner's Office wants to provide the highest level of customer service. Please fill out the following survey and help us learn about the quality of service you experienced during your recent visit.

1. Please tell us about you. \*

I am an Ellington resident.

I am a local business owner.

I am a contractor, developer, appraiser, real estate agent, surveyor, engineer, or other design professional.

Other: \_\_\_\_\_

2. What was your primary form of contact during your recent interaction? \*

In Person

By Phone

Email/Online

Other: \_\_\_\_\_

3. What was the primary purpose for visiting/contacting the Town Planner's Office? \*

- To ask a general question about local zoning, subdivision, and/or wetlands regulations.
- To discuss a potential new residential development proposal.
- To discuss a potential new commercial/industrial development project or modification to an existing one.
- To apply for a home occupation permit.
- To inquire about the status of a pending zoning permit application.
- To review a file and/or ask a question about an application pending before a land use commission.
- To obtain a copy of a map, regulation, or other official town record.
- To inquire about tax abatement or incentive programs.
- Other: \_\_\_\_\_

4. Was your inquiry or application referred to one of the following? \*

	Planning and Zoning Commission	Zoning Board of Appeals	Inland Wetlands and Watercourses Agency	Conservation Commission	Economic Development Commission	Interdepartmental Coordination Committee	Processed by staff
Row 1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



5. Did staff explain the process and timeframe involved? \*

Yes

No

Other: \_\_\_\_\_

6. Was your initial contact responded to within one business day? (Please note Town Hall hours \* are Monday 8:00am to 6:30pm and Tuesday through Thursday from 8:00am to 4:30pm and closed for official holidays and emergency closings.)

Yes

No

Other: \_\_\_\_\_

7. How would you rate your overall satisfaction with your experience? \*

Very Satisfied

Satisfied

Unsatisfied

Very Disatisfied

Row 1

Please share suggestions you have for how the Town Planner's Office may improve service or any other feedback you would like to share. If inclined, please provide your contact information (name & phone #/email address) so staff may follow-up with you.

none needed great service

# Town of Ellington

## General Ledger - On Demand Report

Fiscal Year: 2023-2024

From Date: 7/1/2024

To Date: 7/31/2024

Account Mask: ??????00220???????

Account Type: All

Print Detail  Include PreEncumbrance

Print accounts with zero balance

Include Inactive Accounts

Filter Encumbrance Detail by Date Range

Account Number / Description

Budget Range To Date

YTD

Balance Encumbrance % Remaining Bud

1000.02.00220.10.50103 Part Time---Econ Devet Commission-- \$1,600.00 \$0.00 \$1,170.00 \$430.00 \$0.00 \$430.00 26.88%

1000.02.00220.20.60221 Advertising Printing---Econ Devet Commission-- \$1,000.00 \$0.00 \$475.00 \$525.00 \$0.00 \$525.00 52.50%

1000.02.00220.20.60222 Dues & Subscriptions---Econ Devet Commission-- \$750.00 \$0.00 \$750.00 \$0.00 \$0.00 \$0.00 0.00%

1000.02.00220.20.60223 Travel---Econ Devet Commission-- \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 0.00%

1000.02.00220.20.60232 Postage---Econ Devet Commission-- \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 0.00%

1000.02.00220.20.60233 Education---Econ Devet Commission-- \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 0.00%

1000.02.00220.20.60234 Professional Development---Econ Devet Commission-- \$100.00 \$0.00 \$0.00 \$100.00 \$0.00 \$100.00 100.00%

1000.02.00220.20.60250 Contracted Services---Econ Devet Commission-- \$1,500.00 \$0.00 \$913.00 \$587.00 \$0.00 \$587.00 39.13%

1000.02.00220.30.60341 Office Supplies---Econ Devet Commission-- \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 0.00%

Fund: 1000 \$4,950.00 \$0.00 \$3,308.00 \$1,642.00 \$0.00 \$1,642.00

Town of Ellington

General Ledger - On Demand Report

Fiscal Year: 2023-2024 From Date:7/1/2024 To Date:7/31/2024

Account Mask: ???00220???????

Account Type: All

Print accounts with zero balance

Include Inactive Accounts

Filter Encumbrance Detail by Date Range

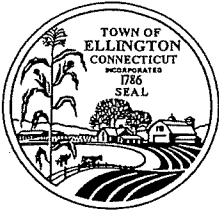
Print Detail  Include PreEncumbrance

Account Number / Description

Budget	Range To Date	YTD	Balance	Encumbrance	% Remaining	Bud
\$4,950.00	\$0.00	\$3,308.00	\$1,642.00	\$0.00		\$1,642.00

Grand Total:

End of Report



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## ECONOMIC DEVELOPMENT COMMISSION REGULAR MEETING MINUTES WEDNESDAY, JUNE 12, 2024, 7:00 PM

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

**PRESENT:** In-Person: Chairman Sean Kelly, Regular Member Chris Todd, and Alternate Amos Smith (arrived at 7:05)

Remote Attendance: Vice Chairman Donna Resutek

**ABSENT:** Regular Members David Hurley and Cynthia Soto, and Alternates Sam Chang and Michael Swanson

### STAFF

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

**I. CALL TO ORDER:** Chairman Sean Kelly called the Economic Development Commission meeting to order at 7:03PM.

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

### III. ACTIVE BUSINESS:

#### 1. Tax Incentive/Abatement Programs

- a. Memo to the Board of Selectmen, dated June 4, 2024, referring the Commission's recommendation from May 8, 2024, to consider establishing a new ordinance pursuant to CGS Section 12-81m - Municipal option to abate up to fifty per cent of property taxes of dairy farm, fruit orchard, vegetable, nursery, nontraditional or tobacco farm or commercial lobstering business operated on maritime heritage land.

The commission issued a referral to the Board of Selectmen (BOS) for establishing the new ordinance. The BOS referred the proposal to the Ordinance Committee on Monday, June 10, 2024. The ordinance is for farms of a certain size and a certain assessed value to have their property taxes abated up to 50%. Chairman Kelly said there was more conversation and questions from the Selectmen and members of the public in attendance than he expected. He said many of the farmers in town who do not qualify for the abatement supported it. After the Ordinance Committee deliberates the proposal, it will be referred to the BOS and the Board of Finance for review before going to Town Meeting for a vote. Since the BOS meeting, the Ordinance Committee has reached out to Ms. Houlihan and the Town Assessor, and the tentative meeting for the committee is July 1, 2024. At this meeting, the committee will be able to ask questions of the Town Planner and the Town Assessor before sending the ordinance back to the Board of Finance and the BOS.



2. Report: Tolland County Chamber of Commerce

Ms. Houlihan continues to serve on the Economic Development Commission for the Chamber. The commission last met on June 11, 2024. They reported a success from the last annual golf tournament with town reports from Andover, Bolton, Coventry, Tolland, Vernon, and Ellington. Vice Chairman Resutek asked if the dues to the Chamber had been cut for next year. Ms. Houlihan said the dues that were cut were for the Board of Directors, which she is no longer serving on, so the cut is appropriate.

3. Agricultural Initiatives

Ms. Houlihan asked about the third annual Farm Day. The day is typically planned for September at a date that doesn't conflict with the 4-Town Fair and the Fireman's Carnival. She reached out to the First Selectman's office today to schedule the Farm Day for the third or fourth weekend in September. She will also communicate with the Farmers' Market and Oakridge Dairy to make sure it doesn't conflict with any events or obligations they may have. Chairman Kelly said that Oakridge Dairy has an event coming up at the end of June. Ms. Houlihan said she didn't know about the event until it was advertised and wished they had reached out to coordinate Farm Day with the commission.

4. CEDAS Best Practices – Customer Service Satisfaction Survey Results

One survey was completed after the agenda for this meeting was finalized and posted. Lisa Houlihan noted that the surveys do not factor interaction with other offices, such as the Fire Marshal, the Building Official, or the Health Department. This survey was regarding interaction with John Colonese, Assistant Town Planner, and Barbra Galovich, Land Use Assistant. The surveyor asked questions about general zoning, subdivision, and wetlands regulations. They were referred to the Planning and Zoning Commission and given the process and timeframe involved. The surveyor was very satisfied and shared comments lauding Ms. Galovich and Mr. Colonese. Chairman Kelly said the Planning Department has a well-earned reputation of being helpful and easy to work with.

5. Report: Current Economic Activity

Holiday Pizza opened their new Route 83 location last month. There is a common rumor that a new Mexican restaurant will be going into their old location on Main Street.

The fabric for the roof at the Ellington Racquet Club has been installed.

There's a ribbon cutting ceremony for the Modern Milkman's bottling facility at 80 Meadow Brook Road tomorrow at 9:00 a.m. Ms. Houlihan and John Rainaldi, Town Assessor, will attend, along with First Selectman, Lori Spielman.

The storage facility on Route 83, next to Ellington Printery, is expected to open shortly.

#### **IV. ADMINISTRATIVE BUSINESS:**

1. Fiscal Year 2023-2024 Budget & Expenditures Update.

The budget report through May 31, 2024, was reviewed.

- a. Revised FY 2024-2025 budget due to reductions approved by the Board of Finance during budget deliberations on June 3, 2024.

Chairman Kelly said the fiscal budget has been cut by more than 10%. The money came out of the commission's Dues and Subscriptions account. Chairman Kelly said he believed if they were to cut something, it would've been Contracted Services. He asked if \$500 could be taken out of the Contracted Services account and moved to Dues and Subscriptions. Ms. Houlihan said it would be appropriate to let it rest as it is. She added that CEDAS is a good membership and if it cannot be covered here, it can be taken out of the Town Planner's

budget. The cuts were made without consultation from staff members unless they were already invited to the meeting. Ms. Houlihan said she thinks it was a good cut and the cost can be covered in the commission's budget or the Town Planner's budget.

Chairman Kelly asked about a \$313 expenditure that was made last year from the Contracted Services account. Ms. Houlihan said it was for signs and advertisements for the Farm Day and Shop Ellington events. Chairman Kelly said there would be some room in that line item and said the commission rarely goes through their allotment of funds. He asked about the process of moving money from one account to another. Ms. Houlihan said it would be an open conversation with the Finance Department to move money from Contracted Services to Dues and Subscriptions. Chairman Kelly said he didn't want Ms. Houlihan to take money out of the Planning Department's budget to cover one of the commission's expenses. The CEDAS and the Tolland County Chamber of Commerce memberships are good until early next year. Commissioner Todd asked if CEDAS and the Tolland County Chamber of Commerce memberships can be reclassified as economic development activities. Ms. Houlihan said she thinks that's possible if the total budget is not exceeded then the commission can move the money within the budget line items. Chairman Kelly said they would return to this discussion in November or December.

2. Approval of the May 8, 2024, Regular Meeting Minutes.

**MOVED (SMITH) SECONDED (TODD) AND PASSED UNANIMOUSLY TO APPROVE THE MAY 8, 2024, REGULAR MEETING MINUTES AS WRITTEN.**

3. Correspondence/Discussion:

- a. 2024 Ellington Town Profile from AdvanceCT

According to the 2024 Ellington Town Profile from AdvanceCT, 8% of the town's labor force are self-employed, which is below the state average. Chairman Kelly said he thought the town was ahead of the curve compared to the state average. Ms. Houlihan said data on the labor force is taken from the Department of Labor, while other data is taken from the Office of Policy and Management, Department of Education, and the Census. The current town population is 16,558, which is a slight decrease. The data was taken between 2018 and 2022, according to the report. Chairman Kelly said he was surprised to see Kloter Farms missing from the Key Employers section of the profile. Commissioner Smith noted that this data incorporates the impact of the coronavirus pandemic and noted that many businesses closed during this time. Chairman Kelly said there were a lot of people who weren't working that have returned to the workforce since the pandemic ended. He added that real estate values have been healthy and there are more people looking to move into town than there is inventory available. Commissioner Smith said that housing is one of the major factors that is keeping inflation high.

## V. ADJOURNMENT:

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

Respectfully submitted,

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Nathaniel Trask, Recording Clerk



# ELLINGTON

## Annual Report

July 1, 2023 - June 30, 2024

### Vision

That all North Central District Health Department member communities, regardless of circumstance, enjoy optimal health status and achieve the highest quality of life possible.

### Overview

The North Central District Health Department (NCDHD) provides our eight (8) Member-Towns with full time public health services. We are on call 24/7 for emergencies. The Health District is governed by a Board. Ellington is represented by Fred Journalist and Dianne Trueb. The Health District is comprised of Environmental Health, Community Health, Public Health Emergency Preparedness, & Administration Sections.

### Mission Statement

The North Central District Health Department promotes and protects the optimal health status and well being of our communities by:

- administering public health regulations
- promoting and engaging community partnerships
- promoting primary prevention and health education, and
- ensuring public health emergency preparedness



NCDHD Nurse, Kori, with Dianne Trueb at the Ellington Farmers Market on Sept 16th, 2023.

Follow us on our Facebook page at North Central District Health Department



Or on our Instagram page  
@northcentraldistricthd



# NCDHD Activities

## Highlights

The Health District has been active in seeking funding opportunities to continue supporting critical public health programming. During the 2023-2024 fiscal year, the Health District applied for, and were awarded, two competitive grants. The first grant is a state grant to combat tobacco use and vaping, with a 5-year, \$75,000 a year award. Tobacco cessation classes will be offered in English and Spanish, and there will be options for virtual classes as well! The second grant is a federal grant to combat opioid overdoses. We partnered with the City of Hartford on this project, which will span five years, with an annual award to the Health District of approximately \$200,000 a year. We are pleased to be able to continue our opioid overdose work with first responders and other local partners.

The Health District also received non-competitive funding to assess and address immunization gaps within our jurisdiction, and workforce development funds to support the rebuilding of the public health workforce.

## Food Protection

In February 2023, the CT Department of Public Health adopted the FDA Food Code. The Health District is responsible for conducting plan reviews of all proposed food service establishments, renovations, and reviewing changes of ownership of existing food establishments. In addition to inspecting restaurants, NCDHD inspections the broad range of food establishments that are defined as serving the public. Temporary food events, which include fairs, carnivals, car shows, and other public events are increasing significantly. The number of food trucks is also on the rise with food truck events becoming very popular.

## Food Protection

### FY23-FY24

Food Service

Inspections: 47

Plan Reviews: 6

Temporary Events: 51



## Septic Systems

NCDHD is responsible for the issuance of permits for on-site sewage disposal facilities. Soil investigation, the location and method of installation are governed by the Public Health Code and are enforced by NCDHD. This process requires preliminary site reviews, comprehensive soil testing, review of plans, installation inspections and a final issuance of a Permit to Discharge.

## Septic Systems

### FY23-FY24

Soil Tests: 16

Plan Reviews: 41

Septic Permits: 34

B100\* Reviews: 91

Well Permits: 7

\*Reviews for additions, garages, decks, pools, etc.



## Day Care Centers

Day Care centers are licensed by the CT-DPH.

NCDHD conducts an environmental inspection once every two (2) years and provides that inspection to the state as is required for re-licensure.

## Day Care Centers

### FY23-FY24

Qty: 9



## Complaints

NCDHD is responsible for investigating a broad range of complaints including, but not limited to: housing, sewage overflow, food service, water quality, refuse/garbage and other miscellaneous complaints. Each complaint received into NCDHD is investigated by one of our Sanitarians or Environmental Specialists.

## Complaints

### FY23-FY24

Housing: 30  
Sewage Overflow: 3  
Food Service: 4  
Miscellaneous: 15  
Water Quality: 2  
Refuse/Garbage: 3  
Total: 57

## Private Wells

NCDHD approves applications for the drilling of new private water supply wells. Once a well is drilled, the water must be tested by an approved laboratory and the results reviewed by NCDHD staff. For information on how to maintain your drinking water, please visit:

<http://www.ncdhd.org/private-drinking-water-wells>



## Wells

### FY23-FY24

Well Permits: 7  
Water Test: 8

## Recreational Swimming & Public Pools

### FY23-FY24

Recreational Swimming: 1  
Licensed & Inspected: 6

## Tattoo Parlors

The Health District registers tattoo parlors to ensure that the technicians are licensed and receive annual training in disinfection from a licensed physician.

## Tattoo Parlors

### FY23-FY24

Registered: 0

## Recreational Swimming & Public Pools

Public pools within the District are licensed and inspected annually. NCDHD pool inspections focus on public safety and cleanliness.

Between Memorial Day and Labor Day, NCDHD conducts weekly bathing water sampling at local beaches within the district. The water is tested for E.coli bacteria and closure recommendations are made for locations with elevations.



## Lead

Connecticut law requires children to be tested for lead twice before the age of three. The most common cause of lead poisoning in children is exposure to lead based painted surfaces. Lead-based paint is often found in houses built before 1978. There is no safe level of lead. Lead in the body can cause learning delays and impact growth.

NCDHD conducts environmental lead inspections to identify lead-based hazards in response to reports of children with elevated blood lead levels. Connecticut laws have become more protective of children, resulting in a significant increase in lead cases.



### FY23-FY24

Cases: 86

## Lead

\*Lead numbers reported are for the entire Health District, not by town

## Barber Shops, Beauty and Nail Salons

NCDHD reviews and approves plans for cosmetology salons, and barber shops, and licenses and inspects these establishments.

Re-inspections are conducted as necessary.

## Barber Shops, Beauty and Nail Salons

### FY23-FY24

Licensed & Inspected: 3  
Plan Reviews: 2





## Communicable Diseases/Nursing

Our Public Health Nurses are dedicated to overseeing and recording all legally mandated reportable diseases, ensuring the health and safety of our community. In addition to this critical work, we manage both active and latent tuberculosis cases with the utmost care.

Each fall, the health district offers convenient flu clinics to help protect residents from seasonal influenza, and we handle billing with several insurance providers to make this process seamless for our constituents. We also provide blood pressure screenings at no cost, promoting heart health and early detection of potential issues. Currently, the Public Health Nursing Staff are working on an immunization grant to fill the gaps in immunization services, striving to provide support to our towns.



## Public Health Preparedness

The North Central District Health Department (NCDHD) actively participates in local, regional, and statewide planning, training and exercises. This is done to ensure our policies, procedures, training and equipment are current and capable of responding to emergency situations. These situations are varied along a broad spectrum of potential threats to include severe weather, emergent diseases, endemic diseases and man-made disasters.



NCDHD team member Jessica, with Lori Spielman, at the Ellington Earth Day event on April 20th, 2024. They were able to give out educational materials and engage with our residents.