



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 14, 2025, 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: Tax Incentive/Abatement Programs
2. Report: Tolland County Chamber of Commerce
3. Agricultural Initiatives
4. CEDAS Best Practices
 - a. Monthly Customer Service Satisfaction Survey Results
 - b. Best Practices in Economic Development and Land Use Planning 2025 Application.
5. Report: Current Economic Activity
 - a. Discuss business survey and establishment of local business networking meetings.

IV. ADMINISTRATIVE BUSINESS:

1. Fiscal Year 2024-2025 Budget & Expenditures Update.
2. Approval of March 12, 2025, Regular Meeting Minutes.
3. Election of Officers
4. Correspondence/Discussion:

V. ADJOURNMENT:

Next Regular Meeting: June 11, 2025

Instructions to attend remote Zoom meeting listed below. The agenda is posted on the Town of Ellington's webpage (www.ellington-ct.gov) under Agendas & Minutes, Economic Development Commission.

Join Zoom Meeting:

<https://us06web.zoom.us/j/84471742402>

Meeting ID: 844 7174 2402

Password: 543897

Dial by your location:

+1 646 558 8656 US (New York)

Meeting ID: 844 7174 2402

Password: 543897

From: Kevin Fitzgerald
To: Lisa Houlihan
Subject: Re: EDIT: Re: Best Practices Application - Lisa Houlihan
Date: Thursday, February 10, 2022 5:32:13 PM

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.

Greetings,

Thank you for participating in the 2022 Best Practices Certification Program! We look forward to reviewing your application.

Best regards,

Toussaint Williams
Co-Coordinator
Best Practices Committee
twilliams@advanccet.org | (860) 571-7147

On Thu, Feb 10, 2022 at 3:31 PM Jotform <noreply@jotform.com> wrote:

Best Practices Application

Contact Person: Lisa Houlihan
Community/Town/City: Ellington
Title: Town Planner
Email: lhoulhan@ellington-ct.gov
Telephone: 8608703120
Zip Code: 06029
Additional Team Members: Names, Title, Email Address:
Community website: ellington-ct.gov

1. Offers pre-application meetings to those applying for building, zoning, or other related permits to discuss timeframes, board or departmental requirements, restrictions, or address concerns and follows up with the applicant if necessary.

In Ellington pre-application meetings for building, zoning, or other related development permit applications is offered to discuss timeframes, board or departmental requirements, restrictions, or address concerns through direct assistance with applicants/applicant representatives and staff via in-person, telephone, and email communications. The offices of the Town Planner, Building Official, and Fire Marshal are located in one building situated immediately adjacent to Town Hall where other administrative offices are located (e.g. First Selectman's Office, Town Clerk, Tax Collector, Tax Assessor, etc.) providing a one-stop-shop. For more complex projects or applications requiring cross-departmental oversight, meetings between applicants/applicant representatives and the Ellington Coordination Committee (Committee) is arranged. The Committee generally includes staff from the Planning Department, Fire Marshal's Office, Department of Public Works, Water Pollution Control Authority, Engineering, Building, Health, Town Attorney, and First Selectman's Office.

2. Has a website or web page for Planning and Economic Development that is updated regularly at least quarterly.

Webpages for Planning and Economic Development are updated monthly and both were last updated in January of 2022:

<https://www.ellington-ct.gov/departments-and-services/planning-department>

<https://www.ellington-ct.gov/government/boards-commissions/assessment-appeals-ethics/economic-development-commission>

3. Uses social media and or newsletter to communicate with business community & stakeholders.

Ellington uses social media (Facebook, Twitter and Instagram), monthly newsletters, email membership lists, and mainstream media (Community Voice Channel) to communicate with business community and stakeholders.

January 2022 Ellington Newsletter: <https://www.ellington-ct.gov/fs/comms-manager/view/f9da64b8-f754-4d4f-ac18-481137a6cab>

4. Land Use Regulations are available online.

Ellington Zoning Regulations: https://resources.finalsite.net/images/v1633098140/ellingtonctgov/qnjq7zewhtucpuealyb/ZoningRegsw-coversheet_EFFECTIVE_10-01-2021.pdf Ellington Inland Wetlands and Watercourses: https://resources.finalsite.net/images/v1597693670/ellingtonctgov/mh4jywnp34yivc2nnxfm/Regulationswithallappendix_201911191107163068.pdf Ellington Subdivision Regulations: <https://resources.finalsite.net/images/v1597685689/ellingtonctgov/nlpukhjdptktrhsn4z/EllingtonSubdivisionRegulationsPDF.pdf>

5. Communicates within 72 hours to pending applicants and responds to questions within 72 hours regarding application status.

Ellington offers online permitting for zoning and building applications. Applicants receive automated confirmation emails upon submitting applications, and staff advises applicants within 1 to 2 business days of receiving applications about the status of permits. Once an applicant provides all required application submittals and requisite approvals present, permits are issued within 3 to 5 business days. Applications submitted for commission approval are reviewed for completeness by staff with applicants/applicant representatives at intake. Once an application is officially received, it's circulated to staff for interdepartmental review and comment. Application information is scanned and forwarded electronically to engineering, building, fire marshal, traffic authority, health, assessor, water pollution control authority, and public works. When staff comment is provided it is immediately forwarded to applicants/applicant representative(s). Applications submitted for commission approval are generally processed within 30 to 45 days.

6. Offers GIS land use and parcel information online to applicants and the public.

Ellington maintains a robust online GIS mapping that has several themed layers (e.g. zoning, wetlands, sanitary sewer, storm sewer, preserved land, aerial imagery, etc.), and each parcel is connected to electronic property cards/assessor information. <https://ellingtonct.mapeo.io/datasets/properties?abuttersDistance=100&latlng=41.907197%2C-72.412027&modal=disclaimer>

7. Shares applications and renderings online for stakeholders to review during the approval process.

Commission agenda packets for Planning and Zoning, Economic Development, Inland Wetlands and Watercourses, Design Review Board, Zoning Board of Appeals, and Conservation, including copies of applications, narratives, staff reports, site plans and other supportive documents are posted on Ellington's website prior to each meeting. Following is an example: https://resources.finalsite.net/images/v1644252955/ellingtonctgov/kbpauycthenpx7ybbfeu/2022_02-09EDC-AgendaPacket.pdf

8. Offers online permitting that allows for electronic signatures and payments.

Ellington offers online permitting (Accela) that accepts electronic payment and self-established user accounts serve as e-signatures. <https://aca-prod.accela.com/ellington/Default.aspx>

9. Community has a written brand identity and marketing strategy.	Ellington does not have a formal marketing strategy, but utilizes a common tagline: Ellington is a great place to grow! See Welcome to Ellington on main page of town website. https://www.ellington-ct.gov/
10. Community maintains a "sell sheet" to quickly respond to proposal requests that includes: demographic information, workforce data, largest existing employers, cost of doing business, tax rates, and utility providers.	2021 Ellington.pdf
11. Community has a plan for communicating effectively across language barriers.	N/A
12. Coordinates meetings between relevant municipal departments to encourage collaboration on applications and avoid conflicting schedules.	Interdepartmental meetings (Coordination Committee Meetings) are held as activity dictates to address issues related to applications for building, zoning, or other development permits. Meetings are held to review preliminary plans, proposals pending before a commission, and pre-construction. Generally, staff representing engineering, building, fire marshal, planning, zoning, wetlands, health, public works, and water pollution control is present. Prior to COVID, Coordination Committee Meetings were reserved for in-person typically on Thursdays. Post COVID shutdowns, meetings are coordinated as needed and attendance is available in-person, remotely, or a combination thereof.
13. Actively partners with regional economic development organizations and other communities.	The Ellington Planning Department and Economic Development Commission engages in regional economic development initiatives through active membership with the Tolland County Chamber of Commerce (TCCC). The EDC participates in business after hours, business before breakfast, annual legislative breakfast, ribbon cutting ceremonies, annual awards, etc. The Town Planner manages the Planning Department and is primary staff to the Planning and Zoning Commission and the Economic Development Commission and serves on the Chamber's Board of Directors, Economic Development Commission, and the Executive Committee.
14. Works collaboratively with a diverse group of partners, reflecting the diversity of your community (race, ethnicity, gender, unique perspectives, etc.) that informs inclusive growth and equitable economic development.	N/A
15. Publishes a check list or flow chart demonstrating required permit submittals and it is sent to applicants with steps that must be completed in order to proceed.	N/A
16. Encourages applicants to conduct community and neighborhood meetings in advance of public hearings and provides relevant contacts or support.	Ellington is a suburban rural town with a population of 16,428 (according to the Connecticut Department of Public Health as of July 2020). The nature of routine development proposals does not generally warrant community and neighborhood meetings, however when projects have the potential to impact the community at large like when developing and adopting a Plan of Conservation or Development, or the majority of a given neighborhood may be impacted by the installation of a 19 MW solar array for 75 +/- acres, public outreach is encouraged and accomplished via public informational meetings, direct mailers, door-to-door visits, print ads, and social/multimedia posts.
17. Offers coordinated inspections if applicable; e.g. public safety and building inspector.	Coordinated Inspections.pdf
18. Hosts interdepartmental staff meetings to address issues related to applications for building, zoning, or other related permits.	Interdepartmental meetings (Coordination Committee Meetings) are held as activity dictates to address issues related to applications for building, zoning, or other development permits. Meetings are held to review preliminary plans, proposals pending before a commission, and pre-construction. Generally, staff representing engineering, building, fire marshal, planning, zoning, wetlands, health, public works, and water pollution control is present. Prior to COVID, Coordination Committee Meetings were reserved for in-person typically on Thursdays. Post COVID shutdowns, meetings are coordinated as needed and attendance is available in-person, remotely, or a combination thereof.
Upload additional files supporting criteria above.	Microsoft Invite to CC Meeting.docx
19. Has a point person dedicated to economic development who serves as coordinator/ombudsman for on-going communications and has relevant training or experience.	The Ellington Town Planner manages the Ellington Planning Department and is primary technical staff to the Economic Development Commission, Planning and Zoning Commission and Design Review Board. The current planner possess more than twenty-years of municipal land use experience, is a certified planner through the American Institute of Certified Planners, and successfully completed the New England Economic Development Course through the International Economic Development Council. For the past 8 years the current planner has served on the Board of Directors, Economic Development Committee, and Executive Committee of the Tolland County Chamber of Commerce.
20. Has a mission statement for economic development that reflects the	Ell FDC Mission Stmt.pdf Ellington FDC Business Information Packet.pdf

community's vision and values.

21. Supports ongoing training/professional development for economic development and land use staff and commissioners (e.g. orientation and continuing education for new commission members).

Ongoing training/professional development for economic development and land use staff and commissioners is funded through the Town Planner's and Economic Development Commission's operating budgets. As part of welcoming new commissioners, members are sent training materials and relevant regulations/policies prior to attending initial meetings. The Town Planner is currently enrolled in CCM's Certified Connecticut Municipal Official program and has attended six community development related training sessions over the past year. More recently, December 9, 2021, the Town Planner attending a program sponsored by CEDAS: Connecticut's Shifting Demographics. Like the December 9th presentation, when training and professional development program content is beneficial to commission review, training material is shared and discussed with planning and economic development commissioners.

22. Has completed a standardized economic development self-assessment and has a plan for continuous improvement.

[CEDAS BP #22.docx](#)
[CEFC Self-Assessment results - August 2016.pdf](#)

23. Asks applicants to provide feedback on the application process and uses feedback to make process improvements (customer satisfaction survey).

N/A

24. Reviews zoning and land use regulations at minimum every five years for consistency, best practices in planning and economic development, alignment with the plan of conservation and development, economic inclusion, and vision for economic development.

Over the past five years the Ellington Zoning Regulations have been amended sixteen (16) times, of which ten (10) amendments directly address business community concerns and recommendations from the plan of conservation and development. The amendments include changes to regulations to permit larger ground-mounted solar arrays accessory to commercial/industrial facilities, allow temporary signs for longer durations, to allow changeable electronic fuel price signs, to encourage farm brewery/cidery/distillery/winery, and allow rear lots for non-residential purposes. The latter amendment resulted in the development of 19,000 sf light industrial facility.

25. Has an economic development strategic plan current within the past three years.

Ellington updated its plan of conservation and development effective November 30, 2019, and adopted economic strategies and a Market Analysis as part of the project. Currently, the Analysis is being used to evaluate housing stock and develop changes to local regulation to meet housing need.

<https://resources.finalsite.net/images/v1644344474/ellingtonctgov/lcqxy9h8uic626jby7b9/EllingtonCTMarketAnalysis.pdf>

26. Maintains an inventory of available properties.

The Ellington EDC webpage includes a link to [loopnet.com](#), a commercial real estate search site.

<https://www.ellington-ct.gov/government/boards-commissions/assessment-appeals-ethics/economic-development-commission>

27. If the community has municipal incentive policies, they are posted on the community's website.

Economic Development Tax Abatement Program:
https://resources.finalsite.net/images/v1618340535/ellingtonctgov/yhfaditrdtlo8fnqdvymu/2021AMENDMENTS-ABATEMENTSCHEDULEDEFINITIONSRECAPTURECLAUSE-BOSAPPROVED2021_04-12.pdf Farm, Forest & Open Space; Homeowner Tax Credit; Property Tax Exemptions: <https://www.ellington-ct.gov/departments-and-services/assessor/exemptions-tax-credits>

28. Publishes design and signage guidelines or design review criteria.

<https://resources.finalsite.net/images/v1596037015/ellingtonctgov/s6p4cqe75z38ymk3znm4/DesignReviewGuide.pdf>

29. Has a formal Business Retention and Expansion plan/program. Formal programs are systematic approaches to business visits. These must include some strategy beyond occasional visits.

Ellington utilizes a Tax Abatement Program to assist with business retention and expansion needs. Attached is a list of abatements granted over the past ten years to retain existing businesses and help with expansion needs.

<https://resources.finalsite.net/images/v1644523604/ellingtonctgov/phdjs0h7wkw50bakqbt/ApprovedTaxAbatementList.pdf>

30. Zoning codes provide reliability, predictability and transparency through tools such as form based zoning.

Ellington has not adopted any form-based codes. To provide reliability, predictability and transparency, Ellington developed a Design Review Guide covering applicability, site layout, and building, signage, lighting, and landscape recommendations. The Ellington Design Review Board serve as advisors to the Ellington Planning and Zoning Commission (PZC) offering design flexibility and leaving regulatory compliance to the PZC.
<https://resources.finalsite.net/images/v1597693767/ellingtonctgov/zozk7uiskcytgn0cy4k/DesignReviewGuide.pdf>

31. Demonstrates movement towards administrative review.

Ellington Zoning Regulation Section 8.2.3 enables Planning Department staff to approve minor site improvements for commercial, industrial, multi-family and mixed-use sites. Administrative oversight includes review of smaller building additions, parking expansions, accessory buildings, and other minor site modifications. Ellington Inland Wetlands and Watercourses Regulation Section 6.4 enables staff to grant administrative approvals for commercial or industrial projects when construction activity is greater than 25' to a wetland or watercourse (regulated area).

https://resources.finalsite.net/images/v1633098140/ellingtonctgov/pqilq7zewhtucpuealyb/ZoningRegsw-coversheet_EFFECTIVE_10-01-2021.pdf

https://resources.finalsite.net/images/v1597693670/ellingtonctgov/mb4jywnp34vivc2nnxfm/Regulationswithallappendix_201911191107163068.pdf

32. Engages women and minority-owned businesses to determine specific needs and direct them to specialized resources.

N/A

33. Other innovative and creative ideas not

To assist businesses recuperate from operational restrictions associated with COVID-19, the Ellington EDC developed a Shop Ellington campaign in 2020, and held the event again in 2021. The event intends to increase patron activity during sales events starting the day after Thanksgiving and

previously accounted for in other criteria.

runs for ten consecutive days. The EDC advertises the event through newspaper ad, social media, flyers, direct mailers, and publication with the Tolland County Chamber of Commerce. Businesses receive event flyers, raffle cards and tickets, and a Shop Ellington yard signs. Customer raffle cards are also linked to the EDC's webpage for download and print.

Upload additional files supporting criteria above.

[Customer Raffle Card & General Instructions - finals site.pdf](#)
[Shop Ellington 2021 Congrats & Thank you.pdf](#)
[Shop Ellington 2021 Participating Business Flyer FINAL 11-24-2021.pdf](#)
[Shop Ellington 2021 Poster.pdf](#)

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Connecticut Economic Development Association (CEDAS)
BEST PRACTICES IN ECONOMIC DEVELOPMENT & LAND USE PLANNING
A Program for Municipal Accreditation



2024 CERTIFICATION

QUESTIONS & REQUIRED DOCUMENTS

The Best Practices Certification application must be completed by a team that includes those responsible for both land use and economic development in your community. The application contains four components:

- I. Communications & Marketing
- II. Coordination & Collaboration
- III. Organizational Capacity & Strategy
- IV. Policies & Programs

Each question will require evidence that supports the criteria (for example, a narrative of no more than one paragraph, a hyperlink or URL to a webpage or document, or a PDF).

The following pages document the questions on the online application.

For more information, and the link to the online application, go to:

<https://www.cedas.org/Resources/CT-Best-Practices-In-Land-Use-and-Economic-Development/>

COMMUNICATIONS & MARKETING

1. Offers pre-application meetings to those applying for building, zoning, or other related permits to discuss timeframes, board or departmental requirements, restrictions, or address concerns and follows up with the applicant if necessary.

Provide narrative description no more than one paragraph.

2. Has a website or web page for Planning and Economic Development that is updated regularly at least quarterly.

Confirm date of last update and provide URL.

3. Uses social media and or newsletter to communicate with business community & stakeholders.

Provide evidence of at least one town social media account and one example of a post or newsletter in the previous 6 months.

4. Land Use Regulations are available online.

Provide URL.

5. Communicates within 72 hours to pending applicants and responds to questions within 72 hours regarding application status.

Narrative description of process used, policy if applicable, and average length of permit process. No more than one paragraph.

6. Offers GIS land use and parcel information online to applicants and the public.

Provide URL.

7. Shares applications and renderings online for stakeholders to review during the approval process.

Provide URL.

8. Offers online permitting that allows for electronic signatures and payments.

Provide URL.

9. Community has a written brand identity and marketing strategy.

Provide narrative description no more than one paragraph.

10. Community maintains a “sell sheet” to quickly respond to proposal requests that includes: demographic information, workforce data, largest existing employers, cost of doing business, tax rates, and utility providers.

Upload a PDF of the sell sheet.

11. Community has a plan for communicating effectively across language barriers.

Provide link to plan and/or examples. No more than one paragraph.

Upload additional files supporting criteria above. Please label your files with the criteria number for reference.

COORDINATION & COLLABORATION

12. Coordinates meetings between relevant municipal departments to encourage collaboration on applications and avoid conflicting schedules.

Provide narrative description no more than one paragraph explaining the process or statement of policies.

13. Actively partners with regional economic development organizations and other communities.

Please list economic development organizations you have partnered with in the last year and the projects or activities in no more than one paragraph.

14. Works collaboratively with a diverse group of partners, reflecting the diversity of your community (race, ethnicity, gender, unique perspectives, etc.) that informs inclusive growth and equitable economic development.

Description of organizations town is partnered with or members of and an example of collaboration in no more than one paragraph.

15. Publishes a check list or flow chart demonstrating required permit submittals and it is sent to applicants with steps that must be completed in order to proceed.

Please provide a description or URL of checklist or flow chart and evidence of dissemination (e.g. website or sample communications).

16. Encourages applicants to conduct community and neighborhood meetings in advance of public hearings and provides relevant contacts or support.

Description of process and at least one example in no more than one paragraph.

17. Offers coordinated inspections if applicable; e.g. public safety and building inspector.

Evidence that this is an option available to applicants (emails, general correspondence, or notices of inspection).

18. Hosts interdepartmental staff meetings to address issues related to applications for building, zoning, or other related permits.

Narrative description, evidence of meeting attendance. No more than one paragraph.

Upload additional files supporting criteria above. Please label your files with the criteria number for reference.

ORGANIZATIONAL CAPACITY & STRATEGY

19. Has a point person dedicated to economic development who serves as coordinator/ombudsman for on-going communications and has relevant training or experience.

Evidence of point person designated or appointed and description of role. No more than one paragraph.

20. Has a mission statement for economic development that reflects the community's vision and values.

Provide a URL, screenshot or other information as to where the mission statement is published or has been distributed to the public.

21. Supports ongoing training/professional development for economic development and land use staff and commissioners (e.g. orientation and continuing education for new commission members).

Provide a short narrative describing recent training and professional development. No more than one paragraph.

22. Has completed a standardized economic development self-assessment and has a plan for continuous improvement.

Provide a PDF copy of the self-assessment summary or finalized results. If possible provide a URL where results may be accessed online. Otherwise please provide a one-page summary.

23. Asks applicants to provide feedback on the application process and uses feedback to make process improvements (customer satisfaction survey).

Provide URL link to survey tool, short narrative description of process and how results are being used.

24. Reviews zoning and land use regulations at minimum every five years for consistency, best practices in planning and economic development, alignment with the plan of conservation and development, economic inclusion, and vision for economic development.

Provide evidence that regulations are reviewed or updated and narrative describing what updates were made and how this incorporates feedback from businesses. No more than one paragraph.

25. Has an economic development strategic plan current within the past three years.

Provide the URL for the plan or 1-2 page PDF summary and narrative description of its use in shaping economic development policies.

26. Maintains an inventory of available properties.

Provide a URL if possible or screenshot of the current list of properties.

Upload additional files supporting criteria above. Please label your files with the criteria number for reference.

POLICIES & PROGRAMS

27. If the community has municipal incentive policies, they are posted on the community's website.

Provide URL.

28. Publishes design and signage guidelines or design review criteria.

Provide URL.

29. Has a formal Business Retention and Expansion plan/program. Formal programs are systematic approaches to business visits. These must include some strategy beyond occasional visits.

Describe the program goals, activity over the last year, and how it is conducted. Provide a PDF or URL if available.

30. Zoning codes provide reliability, predictability and transparency through tools such as form based zoning.

Provide evidence for use of form-based codes through URL link to codes or PDF.

31. Demonstrates movement towards administrative review.

Provide evidence through URL link to codes or PDF.

32. Engages women and minority-owned businesses to determine specific needs and direct them to specialized resources.

Provide URL or narrative description of evidence, no more than one paragraph.

33. Other innovative and creative ideas not previously accounted for in other criteria.

Upload additional files supporting criteria above. Please label your files with the criteria number for reference.

Town of Ellington

General Ledger - On Demand Report

Fiscal Year: 2024-2025

From Date: 7/1/2024

To Date: 4/30/2025

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
1000.02.00220.10.50103	\$1,600.00	\$910.00	\$910.00	\$690.00	\$0.00		\$690.00
Part Time---Econ Devet Commission--						43.13%	
1000.02.00220.20.60221	\$1,000.00	\$775.00	\$775.00	\$225.00	\$0.00		\$225.00
Advertising Printing---Econ Devet Commission--						22.50%	
1000.02.00220.20.60222	\$250.00	\$750.00	\$750.00	(\$500.00)	\$0.00		(\$500.00)
Dues & Subscriptions---Econ Devet Commission--						-200.00%	
1000.02.00220.20.60223	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00
Travel---Econ Devet Commission--						0.00%	
1000.02.00220.20.60232	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00
Postage---Econ Devet Commission--						0.00%	
1000.02.00220.20.60233	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00
Education---Econ Devet Commission--						0.00%	
1000.02.00220.20.60234	\$100.00	\$100.00	\$100.00	\$0.00	\$0.00		\$0.00
Professional Development---Econ Devet Commission--						0.00%	
1000.02.00220.20.60250	\$1,500.00	\$0.00	\$0.00	\$1,500.00	\$0.00		\$1,500.00
Contracted Services---Econ Devet Commission--						100.00%	
1000.02.00220.30.60341	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00
Office Supplies---Econ Devet Commission--						0.00%	
Fund: 1000	\$4,450.00	\$2,535.00	\$2,535.00	\$1,915.00	\$0.00		\$1,915.00

Town of Ellington

General Ledger - On Demand Report

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

Fiscal Year: 2024-2025

From Date: 7/1/2024

To Date: 4/30/2025

Account Type: All

☒ Print accounts with zero balance

☐ Include Inactive Accounts

Budget Range To Date

Grand Total:

\$4,450.00

\$2,535.00

YTD

\$2,535.00

Balance

\$1,915.00

☐ Print Detail

Encumbrance Detail by Date Range

\$0.00

☐ Include PreEncumbrance

Budget Balance

% Remaining Bud

\$1,915.00

End of Report



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 MINUTES

WEDNESDAY, MARCH 12, 2025, 7:00 PM

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

PRESENT: Chairman Sean Kelly, Regular Members Chris Todd (via Zoom), David Hurley (via Zoom), and Cynthia Soto (via Zoom)

ABSENT: Vice Chairman Donna Resutek, Alternates Amos Smith and Michael Swanson

STAFF

PRESENT: Lisa M. Houlihan, Town Planner (via Zoom) and Ashley DuBois, Recording Clerk

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. Tax Incentive/Abatement Programs

Chairman Kelly reported no new updates.

2. Report: Tolland County Chamber of Commerce

Chairman Kelly reported no new updates.

3. Agricultural Initiatives

Chairman Kelly reported no new updates.

4. CEDAS Best Practices – Monthly Customer Service Satisfaction Survey Results

Chairman Kelly reported no new updates.

5. Report: Current Economic Activity

Chairman Kelly opened the discussion regarding potential interest in a networking event for town businesses to meet and collaborate. Lisa Houlihan, Town Planner, shared the results of a survey recently sent to an email distribution list of roughly 120 businesses in town. In summary, 11 businesses responded to the survey and the results concluded the most ideal approach is to have events quarterly on Wednesdays at approximately 10 AM. For a setting, responses indicated interest in having these meetings at a local business, with a rotating schedule for hosting. Furthermore, when asked about the structure of a networking event, the interested parties indicated the desire for a casual open forum to discuss and share ideas and identify ways to collaborate. Two businesses commented with strong interest in this type of

programming. Commissioner Todd joined the discussion and asked Lisa if the days and times of interest were convenient for the planning office to attend. Ms. Houlihan responded that initially she anticipates her role to be limited to helping local businesses connect and establish ongoing business-to-business networking meetings. After kick-off and based on how businesses want to structure ongoing meetings, staff should be able to accommodate quarterly meetings on Wednesdays at 10AM. Chairman Kelly asked if First Selectman Lori Spielman has seen the results of the survey and Lisa responded yes and will follow up with Lori to move forward.

Ms. Houlihan suggested reaching out to one of the businesses that provided comments about hosting the first event, potentially as early as April. Commissioner Todd added if the programming gains momentum, possibly commission members could join future events. Lisa will provide an update at a future meeting.

IV. ADMINISTRATIVE BUSINESS:

1. Fiscal Year 2024-2025 Budget & Expenditures Update.

Chairman Kelly reported no new updates.

2. Approval of February 12, 2025, Regular Meeting Minutes.

MOVED (TODD) SECONDED (SOTO) AND PASSED UNANIMOUSLY TO APPROVE THE FEBRUARY 12, 2025, REGULAR MEETING MINUTES AS WRITTEN.

3. Election of Officers

Chairman Kelly requested the election of officers be moved to the next Economic Development Commission meeting in April 2025 due to attendance reasons, noting the Vice Chairman is absent. Lisa confirmed the request and by consensus, the election of officers was moved to next month's agenda.

4. Correspondence/Discussion:

- a. Notice of Ellington Public Budget Presentations - Community Voice Channel on March 20, 2025, Senior Center and Virtual Zoom Meeting on May 1, 2025, and Hall Memorial Library and Virtual Zoom Meeting on May 3, 2025.

Chairman Kelly strongly advised commission members to continue discussions with neighbors and community members about the upcoming revaluation process. In response to the commission, Lisa confirmed that the presentations are heavily advertised.

V. ADJOURNMENT:

MOVED (HURLEY) SECONDED (SOTO) AND PASSED UNANIMOUSLY TO ADJOURN THE ECONOMIC DEVELOPMENT COMMISSION MEETING AT 7:18 PM.

Respectfully submitted,

Ashley DuBois, Recording Clerk