

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, JUNE 11, 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 (None received.)
 - b. Draft 2025 Application - Best Practices in Economic Development and Land Use Planning.
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 May 15, 2025, Regular Meeting Minutes.
3. Correspondence/Discussion:

V. ADJOURNMENT:

Next Regular Meeting: July 9, 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/85638516207>
Meeting ID: 856 3851 6207
Password: 015122

Dial by your location:
+1 646 558 8656 US (New York)
Meeting ID: 856 3851 6207
Password: 015122

DATE:

TO: ATTENTION BEST PRACTICES - cedasprograms@gmail.com
cc:

FROM: Lisa M. Houlihan, AICP, Town Planner (lhoulahan@ellington-ct.gov / 860-870-3120)

RE: CEDAS Best Practices in Land Use and Economic Development - Town of Ellington Application

QUESTION 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)*

In Ellington, pre-application meetings and/or consultation with staff are encouraged for those seeking land use commission approvals, building, zoning, or other related permits. Assistance is provided in-person, by telephone, and email communications. The offices of the Town Planner, Building Official, and Fire Marshal are in one facility (Town Hall Annex), making it easier to coordinate interdepartmental application review. Staff assist with completing applications, gathering required back-up information/attachments, and following up as needed. When the content of an application or potential application is more complex/requires cross-departmental oversight, pre/application assistance is offered to applicants and their representatives with the Ellington Coordination Committee that includes staff from the Planning Department, Fire Marshal's Office, Department of Public Works, Water Pollution Control Authority, Engineering, Building Official, Health, Town Attorney, and First Selectman's Office. Meetings are conducted in person, remote, or hybrid.

QUESTION 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 URLs.)*

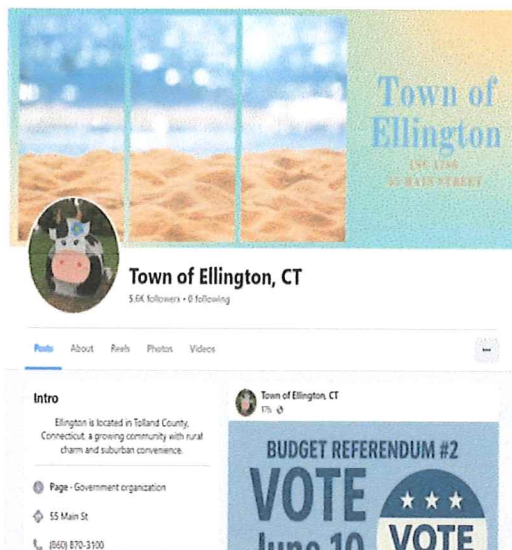
The Ellington Planning Department and Economic Development Commission's webpages are updated monthly. Information that is available includes agenda packets, meeting minutes, community data profile, mission statement, business information packet, tax abatement program, links to regulations and other resources, copies of active site development plans and new subdivision plans, as well as staff contacts, department location, and office hours. Below are the URLs for the department and commission. The last update was February 2025.

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

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

QUESTION 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.)*

<https://www.facebook.com/townofellington/>



Town newsletters are generated each month. Following is the URL to June 2025 newsletter.

<https://www.ellington-ct.gov/fs/comms-manager/view/d5c0ae45-3557-42a3-98d7-777ea984ebc3>



QUESTION 4. Land Use Regulations are available online. (Provide URL)

[HTTPS://WWW.ELLINGTON-CT.GOV/DEPARTMENTS-AND-SERVICES/PLANNING-DEPARTMENT/ZONING-REGULATIONS-FORMS-AND-RESOURCES](https://www.ellington-ct.gov/departments-and-services/planning-department/zoning-regulations-forms-and-resources)

QUESTION 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.)

Ellington offers online building and zoning permitting through Accela (<https://aca-prod.accela.com/ellington/Default.aspx>). Once an application is submitted, a system-generated acknowledgement is issued to applicants and within 1 to 2 business days administrative staff request any required additional information and/or assigns the permit request to all required staff. Administrative permits are issued on average within 3 business days from the date the application is complete. For applications submitted to Ellington land use commissions (e.g. Planning and Zoning, Inland Wetlands Agency, Zoning Board of Appeals), most applications only require one commission meeting and decisions are rendered within 45 days from receipt of application. Land use commission applicants receive a sequence of correspondence starting after official receipt of an application, prior to hearings/meetings, and post commission decision.

QUESTION 6. Offers GIS land use and parcel information online to applicants and the public. *(Provide URL)*

<https://ellingtonct.mapgeo.io/datasets/properties?abuttersDistance=100&latlng=41.897397%2C-72.424903&panel=search&zoom=14>

QUESTION 7. Shares applications and renderings online for stakeholders to review during the approval process. *(Provide URL)*

[2025_05-19PZCmeetingpacket.pdf](#)

QUESTION 8. Offers online permitting that allows for electronic signatures and payments. *(Provide URL)*

[Accela Citizen Access](#)

QUESTION .9 Community has a written brand identity and marketing strategy. *(Provide narrative description no more than one paragraph.)*

QUESTION .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.)*

[EDCBusinessInformationPacket-2025.pdf](#)

QUESTION 11. Community has a plan for communicating effectively across language barriers. *(Provide link to plan and/or examples. No more than one paragraph)*

QUESTION 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.)*

In Ellington, interdepartmental staff meetings to address issues related to applications for building, zoning, or other related permits are held as activity dictates. Generally, these meetings are held to review preliminary plans, proposals pending before a commission, and pre-construction. As standard operating practice, staff from engineering, building, fire marshal, planning, zoning, wetlands, health, public works, water pollution, and other administrative staff (e.g. town attorney, tax collector, assessor, and town clerk) reserve Thursday mornings to meet with applicants but meetings are organized as needed to meet customer schedules. These meetings are known as meetings with the Coordination Committee. Microsoft Office is used to

set calendar appointments for attendees and in-person, remote, or hybrid options are accommodated.

QUESTION 13. Actively participates 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.)

The Ellington Planning Department and Economic Development Commission engage in regional economic development initiatives through active membership with the Tolland County Chamber of Commerce (TCCC). The EDC, through staff representation, participates in business after hours, business before breakfast, annual legislative breakfast, ribbon cutting ceremonies, annual awards, etc. The Town Planner is staff to the EDC and serves on the Chamber's Economic Development Commission. Current consecutive-year membership with TCCC dates to 2013. The TCCC EDC include representation from the Town of Andover, Tolland, Bolton, Vernon, and Mansfield.

QUESTION 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.

QUESTION 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).

<https://resources.finalsite.net/images/v1671025616/ellingtonctgov/wgmhkpqddph4yh0ung3t/LandUseCommissionGeneralApplicationWithWithoutPublicHearingFlowchart.pdf>

Economic Development Commission

CONTACT US

Planning Department

Email: EllingtonPlanning@ellington-ct.gov

P.O. Box 187
57 Main Street
Ellington, CT 06029

Phone: 860-870-3120
Fax: 860-870-3122

MISSION STATEMENT

THE ELLINGTON ECONOMIC DEVELOPMENT COMMISSION (EDC) IS COMMITTED TO FOSTERING A PRO-BUSINESS ENVIRONMENT THAT ENCOURAGES A GROWING, SUSTAINABLE AND DIVERSE TAX BASE. THE EDC CONTINUOUSLY LOOKS TO FACILITATE COMMUNICATION BETWEEN BUSINESSES AND TOWN OFFICIALS. THE EDC ADOPTS POLICIES CONSISTENT WITH THE TOWN'S PLAN OF CONSERVATION AND DEVELOPMENT AND STRIVES TO IMPROVE THE QUALITY OF LIFE IN ELLINGTON.

The Town Planner is staff to the EDC and is available to assist businesses, developers, and the general public with an array of land use matters. The EDC generally meets the second Wednesday of each month. Meeting schedules are set in December for the upcoming year. Schedules are posted on the town's website at www.ellington-ct.gov, available through the Town Planner's Office, and linked below. Commission meetings are open to the public. Please consider visiting us, we'd love to hear from you.

HELPFUL HANDOUTS

- [Ellington Business List](#)
- [Ellington Tax Abatement Policy](#)
- [List of Approved Abatement Agreements](#)
- [Tolland County Chamber of Commerce Membership Info](#)
- [Present year's EDC meeting schedule](#)
- [Current Town Profile](#)
- [Business Informational Packet](#)
- [Ellington Zoning Regulations](#)
- [Land Use Commission's General Application Review Flowchart](#)
- [Design Review Guide](#)
- [Route 83 Corridor Study](#)
- [Ellington Market Analysis](#)

Active/New Commercial Development Projects

For informational use only. List is not inclusive of all active projects. Mapping and renderings are subject to change. For more information contact the Ellington Planning Department (860-870-3120).

- 50 West Road** Fifty (50) West Road, LLC. Approval for three contractor buildings with associated site improvements.
- 21 & 41 Courthouse Drive** Skips Waitwater Services. Approval for 42,500 sq. ft. building addition and construction of a new 100x80 truck storage garage with associated site improvements.
- 160 West Road** Data Capture Solutions. Approval for a 4,200 sq. ft. building addition, and exterior renovations of existing building with associated site improvements.
- Calico Development Group, LLC** West Road. APN: 046-003-0002. Approval for a retail store, 10,640 sq. ft. building with associated site improvements.

Active Residential Subdivision Developments

- Ridge Crossing** off Tripp Road, west of Standish Street

QUESTION 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.)*

QUESTION 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).)*

QUESTION 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.)*

In Ellington, interdepartmental staff meetings to address issues related to applications for building, zoning, or other related permits are held as activity dictates. These meetings are held to review preliminary plans, proposals pending before a commission, and pre-construction. As standard operating practice, staff from engineering, building, fire marshal, planning, zoning, wetlands, health, public works, water pollution, and other administrative staff (e.g. town attorney, tax collector, assessor, and town clerk) meet with applicants. These meetings are known as the Coordination Committee Meetings. Microsoft Office is used to set calendars for attendees and in-person, remote, or hybrid options are accommodated.

QUESTION 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.)*

The [Ellington Town Planner](#) is staff to the EDC and is available to assist businesses, developers, and the public with an array of land use matters. The planner is listed on the EDC's webpage as the point of contact. In accordance with position requirements, personnel serving as Ellington Town Planner require certification through the American Institute of Certified Planners (AICP). The current planner is AICP certified, has 25 years of experience in land-use and economic development.

QUESTION 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.)*

Ellington EDC webpage URL.

[Economic Development Commission - Town of Ellington](#)

QUESTION 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 short narrative description describing recent training and professional development. No more than one paragraph.)*

The Office of the Ellington First Selectman is responsible for commissioner appointment/confirmation of election. Onboarding communication is copied to the Town Planner's Office and in turn welcome letters are sent to new and reappointed/re-elected commissioners. Letters include relevant commission information such as regulations, due process standards, mission statement, abatement policy, etc. Training expenses are paid

through commission budgets (Planning and Zoning Commission FY 24/25 \$500, EDC FY 24/25 \$100, Zoning Board of Appeals FY 24/25 \$500, and Inland Wetlands Agency FY 24/25 \$150) and training opportunities shared as they become available through email communication or agenda correspondence. [Sample welcome letter attached.](#)

QUESTION 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.)*

The last assessment was conducted in 2016.

QUESTION 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.)*

Attached is a [Customer Service Satisfaction Survey](#). When customer interactions are solely handled/guided by staff in the Ellington Town Planner's Office, surveys are provided to customers. Survey responses are intended to help improve procedural efficiencies and overall customer service. To date, survey responses have been positive.

QUESTION 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.)*

Attached is a [list of zoning amendments](#) from the Ellington Zoning Regulations and the implementation pages from Ellington's Plan of Conservation and Development (POCD). The following regulation amendments were processed pursuant to recommendations from long term plans / feedback from local businesses: Section 6.3 Signs (effective 3/15/2020), Section 7.14.3.D Farm Brewery, Cidery, Distillery and Winery (effective 12/1/2020), Section 6.6 Access management (effective 4/1/2021), and Section 6.2.5 Location of Parking Facilities (effective 7/1/2023). Attached is a copy of a recent survey and invite to attend the Ellington Business to Business Networking Kick-off meeting.

QUESTION 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.)*

QUESTION 26. Maintains an inventory of available properties. *(Provide a URL if possible or screenshot of the current list of properties.)*

[Economic Development Commission - Town of Ellington](#)

[Ellington, CT Commercial Real Estate for Lease | LoopNet](#)

QUESTION 27. If the community has municipal incentive policies, they are posted on the community's website. *(Provide URL.)*

[Economic Development Commission - Town of Ellington](#)

[ApprovedTaxAbatementList 1.pdf](#)

QUESTION 28. Publishes design and signage guidelines or design review criteria. (Provide URL.)

[DesignReviewGuide.pdf](#)

QUESTION 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.)

QUESTION 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.)

QUESTION 31. Demonstrates movement towards administrative review. (Provide evidence through URL link to codes or PDF.)

[Section 8.2.3 of the Ellington Zoning Regulations](#) provides staff authority to approve minor site improvements for commercial building additions, parking expansions, accessory buildings, and other minor modifications. Generally, expansions up to 30% of the existing square footage of building or parking area is considered a minor modification and approved at staff level.

In Ellington, 33.6% of the total land area is under the jurisdiction of the Ellington Inland Wetlands Agency (IWA), and many site development activities require wetland approval before other commission approvals and/or construction. In recognizing that most development activities do not directly impact a natural resource and are only in the upland review of a regulated area, the IWA updated its regulations in 2006 to add [Section 6.4](#). This section provides the IWA's Agent authority to issue permits for commercial and industrial sites when activity is 25' or greater to a wetland or watercourse.

QUESTION 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.)

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

To promote local businesses, the Ellington Economic Development Commission (EDC) sponsors two annual campaigns: Ellington Farm Day and Shop Ellington. Ellington Farm Day has been held annually since 2022, and Shop Ellington has been held in conjunction with Small Business Saturday since 2020. The events are advertised through Ellington Facebook, local print and digital media, monthly town newsletters, direct mailers, and event flyers. Advertising is organized by the EDC's staff and ad costs are paid for through the EDC's budget. Ellington Farm Day helps to raise awareness of and support for local agricultural businesses and Shop Ellington is a buy-local campaign. Generally, 12 to 13 farms participate in Ellington Farm Day and yearly events have generated more than 500 visits from the public. On average 24 businesses participate in Shop Ellington annually and have resulted in over 730 consumer visits to local businesses. The following are links to last year's event flyers.

<https://www.ellington-ct.gov/things-to-do/farm-day>

<https://www.ellington-ct.gov/things-to-do/shop-ellington>

Town of Ellington

General Ledger - On Demand Report

Fiscal Year: 2024-2025

From Date:7/1/2024

To Date:5/31/2025

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

Account Type: All

☐ Print Detail ☐ Include PreEncumbrance

☒ Print accounts with zero balance

☐ Include Inactive Accounts

☐ Filter Encumbrance Detail by Date Range

Budget Balance

Account Number / Description

Budget YTD Balance Encumbrance % Remaining Bud

1000.02.00220.10.50103 Part Time---Econ Devet Commission-- \$1,600.00 \$1,040.00 \$1,040.00 \$560.00 \$0.00 \$560.00 35.00%

1000.02.00220.20.60221 Advertising Printing---Econ Devet Commission-- \$1,000.00 \$775.00 \$775.00 \$225.00 \$0.00 \$225.00 22.50%

1000.02.00220.20.60222 Dues & Subscriptions---Econ Devet Commission-- \$250.00 \$750.00 \$750.00 (\$500.00) \$0.00 (\$500.00) -200.00%

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 \$100.00 \$100.00 \$0.00 \$0.00 \$0.00 0.00%

1000.02.00220.20.60250 Contracted Services---Econ Devet Commission-- \$1,500.00 \$0.00 \$0.00 \$1,500.00 \$0.00 \$1,500.00 100.00%

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 \$4,450.00 \$2,665.00 \$2,665.00 \$1,785.00 \$0.00 \$1,785.00

Town of Ellington

General Ledger - On Demand Report

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

Fiscal Year: 2024-2025

From Date:7/1/2024

To Date:5/31/2025

☒ Print accounts with zero balance

Account Type: All

☐ Include Inactive Accounts

☐ Filter Encumbrance Detail by Date Range

☐ Print Detail

☐ Include PreEncumbrance

Account Number / Description

Budget Range To Date

YTD

Balance

Encumbrance

Budget Balance

% Remaining Bud

Grand Total:

\$4,450.00

\$2,665.00

\$2,665.00

\$1,785.00

\$0.00

\$1,785.00

End of Report



TOWN OF ELLINGTON

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ECONOMIC DEVELOPMENT COMMISSION REGULAR MEETING MINUTES WEDNESDAY, MAY 14, 2025, 7:00 PM

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

PRESENT: Chairman Sean Kelly, Vice Chairman Donna Resutek, Regular Members David Hurley, Cynthia Soto, Alternate Amos Smith

ABSENT: Regular Member Chris Todd, Alternate Michael Swanson

STAFF

PRESENT: Lisa M. Houlihan, Town Planner 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

a. Monthly Customer Service Satisfaction Survey Results

Chairman Kelly reported no new updates.

b. Best Practices in Economic Development and Land Use Planning 2025 Application.

Lisa Houlihan, Town of Ellington Planner, shared the 2019 completed application with the commission for review before preparing submission for 2025. The new certification will last for the next three years. Commissioner Hurley asked if the criteria for certification have changed and Lisa responded no, none that has been announced. With no evidence of any pending application criteria changes, Lisa referenced the previous application from 2019 and added the new workflow and customer service satisfaction survey. Commissioner Hurley asked if the commission is working to reach a higher certification level and Lisa

confirmed no she expects the application to remain at the same certification level. She noted the higher level has criteria that would not apply to a smaller town like Ellington. Commissioner Soto entered the conversation and referenced question 32 on the application that states, "Engages women and minority-owned businesses to determine specific needs and direct them to specialized resources". Commissioner Soto asked Lisa if there is anything being planned or in the works currently and referenced her own home daycare business being woman-owned, along with numerous other home daycares in town. Lisa responded that the information for the application was based on a curated business list, however, the details of who owns each business is not clear. Commissioner Soto noted a new tax exemption approved through town funded taxes for five years for daycares, which is predominately woman owned. Commissioner Soto offered assistance to Lisa to improve this area and Lisa noted identifying the noted groups and outreach can be challenging. For instance, Lisa referenced a recent survey sent to 120 business owners in town for interest in a networking event and only 11 replied. Lisa added that this topic could be investigated in future efforts, but there's not enough time to complete it before the upcoming application deadline.

Vice Chairman Resutek noted another item in the application, which references all diverse groups within a community, including race, ethnicity, gender, unique perspectives, etc., could prove a more appropriate goal, with women being a subsection within the objective. Lisa appreciated this input and the brainstorming for future collaboration with other town departments was added by Commissioner Smith. Commissioner Hurley and Smith led a roundtable conversation regarding improving the town tax abatement incentives for businesses to open in Ellington, compared to a potentially more competitive nearby town. Chairman Kelly noted the abatement program is not perceived correctly by most and further education on the topic could prove useful.

5. Report: Current Economic Activity

Chairman Kelly reported the latest commercial development approved is Dollar General on a vacant lot along Route 83, which is a part of a three-phase building plan.

Chairman Kelly shared the Ellington Racquet Club is hosting an open house this coming Saturday, May 17th, from 12 pm- 3 pm for people to come to watch, play, or learn about the new center.

Lisa reported the results from the business networking interest survey, with the strongest interest indicating quarterly meetings on a Wednesday at 10 AM, at alternating businesses. The survey results have been shared with First Selectman Lori Spielman. The planning of the first event is in the works, with tentative plans for an event on the third or fourth Wednesday in June at a local restaurant.

IV. ADMINISTRATIVE BUSINESS:

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

Chairman Kelly referred to the latest monthly budget report. There were no questions about the report from the commission.

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

MOVED (SMITH) SECONDED (SOTO) AND PASSED UNANIMOUSLY TO APPROVE MARCH 12, 2025, REGULAR MEETING MINUTES AS WRITTEN.

3. Election of Officers

a. Chairman Position

MOVED (HURLEY) SECONDED (SOTO) AND PASSED UNANIMOUSLY TO NOMINATE COMMISSIONER KELLY FOR CHAIRMAN OF THE ECONOMIC DEVELOPMENT COMMISSION FOR THE YEAR OF 2025.

COMMISSIONER KELLY ACCEPTED THE NOMINATION. HEARING NO FURTHER NOMINATIONS, THE NOMINATIONS CLOSED.

MOVED (RESUTEK) SECONDED (SOTO) AND PASSED UNANIMOUSLY TO ELECT COMMISSIONER KELLY FOR CHAIRMAN OF THE ECONOMIC DEVELOPMENT COMMISSION FOR THE YEAR OF 2025.

b. Vice-Chairman Position

MOVED (KELLY) SECONDED (HURLEY) AND PASSED UNANIMOUSLY TO NOMINATE COMMISSIONER RESUTEK FOR VICE-CHAIRMAN OF THE ECONOMIC DEVELOPMENT COMMISSION FOR THE YEAR OF 2025.

COMMISSIONER RESUTEK ACCEPTED THE NOMINATION. HEARING NO FURTHER NOMINATIONS, THE NOMINATIONS CLOSED.

MOVED (KELLY) SECONDED (SMITH) AND PASSED UNANIMOUSLY TO ELECT COMMISSIONER RESUTEK FOR VICE-CHAIRMAN OF THE ECONOMIC DEVELOPMENT COMMISSION FOR THE YEAR OF 2025.

4. Correspondence/Discussion:

Chairman Kelly reported no new updates.

V. ADJOURNMENT:

MOVED (SMITH) SECONDED (SOTO) AND PASSED UNANIMOUSLY TO ADJOURN THE ECONOMIC DEVELOPMENT COMMISSION MEETING AT 7:42 PM.

Respectfully submitted,

Ashley Dubois, Recording Clerk