

Town of Windsor Locks  
Economic and Industrial Development Commission

Meeting held via Teleconference--Zoom

MINUTES  
July 23, 2020  
6:30 P.M.

**Call to Order:**

Mike Mannheim called the meeting to order at 6:30 PM.

**Roll Call:**

Present: Mike Mannheim, Doug Glazier, Jen Rodriguez, Mike Hickey, Bob Crochetiere, David Montemerlo, Chris Kervick  
Absent: Neal Cunningham

**Approval of Minutes: May 28, 2020:**

*David Montemerlo motioned to approve the May 28, 2020 Meeting Minutes. Doug Glazier seconded the motion. All were in favor. Motion carried.*

**Public Input:** N/A

**Correspondence:** N/A

**Master Development Program for TOD Parcels:**

First Selectman, Chris Kervick shared a brief history, along with a plan from JHM Developers, out of Stamford Connecticut. JHM is interested in the development of two parcels in the Downtown TIF District.

Selectman Kervick also shared the interest of four new candidates which have been recommended by the Towns Democratic and Republican Town Committees to serve on the EIDC Commission. In the long-term, the EIDC may take on the responsibilities of a Downtown Development Authority.

**Public Market Business Plan:**

Selectman Kervick stated that the First Draft had been received, and once finalized he will share the plans with the Board of Selectman, EIDC Committee, and Planning & Zoning Board. Once the consultant shares a final product of what we are looking for, a Public Presentation of the Plan will take place.

Selectman Kervick reminded everyone that all of this Has been funded by the revenue received after the formation of the TIF District.

Mike Mannheim commented that it would be beneficial if EIDC could comment and make recommendations on future Downtown Development Planning

**STEAP- Historic Train Station:**

Jen Rodriguez shared good news on the STEAP Grant becoming available to municipalities again this year. They have capped the funds at \$128,500.00, but Jen feels that with the \$32,000.00 already allocated in the TIF budget, we would be able to replace the exterior portions such as the trim work under the eaves, doors, and windows. Application for the STEP Grant is due in August.

Selectman Kervick stated that the last time the Town had applied for the STEAM Grant was in 2017. Selectman Kervick also shared that Jim Roche had received knowledge of the whereabouts of the original Train Station Doors, and the Owners graciously returned them to the Town for the preservation of the Station.

**Preservation Grant – Noden Reed Pinney Barn:**

Jen Rodriguez shared that there are a few open permits that need to be closed out with Grants, but this preservation project has been funded through the Towns Budget. Work is expected to start within the next few weeks.

**Industrial Land – North Street:**

Jen Rodriguez shared screens to the Commission, and shared discussion on preliminary review for the property of 440 North Street. The property owner is considering a subdivision for residential lots, leaving 35.1 acres of industrial property to the north. This and other vacant parcels are mentioned in the draft POCD. The POCD hearing will be in September.

**Commercial Villiage – Oak Ridge and South Center Street:**

Jen Rodriguez continued the screen sharing this time discussing property #381 South Center Street which is Zoned as Business 2. Nothing is formalized, just discussion & recommendation to see what opportunities would fit the area.

**Community Needs Survey:**

Jen Rodriguez discussed the CBGD Fund Application, and the need for what's important, and necessary from Towns people. Jen stated that she set up a Town Survey which was sent out through Social Media, emails, and a copy also was sent with Tax Bills. 276 Responses have been received online, and 100+ paper responses.

Selectman Kervick commented on the creativity of the Survey

**Staff Updates:**

**a. TOD Responsible Growth Project:**

Selectman Kervick discussed breaking the project down into three stages. The First Stage, being demolition. Second Stage, House Moving, and Third Stage, is the actual Construction.

Demolition bids are being reviewed, and will be sent out next week.

**b. Complete Streets Update:**

Selectman Kervick stated that the current issue on moving forward is that DOT is working to redesign the roundabout. A meeting is being held on Tuesday, July 28, 2020 with DOT, and CROG. Discussion on the increased cost of the engineers will also be discussed at this meeting.

**c. Band Shell:**

Jen Rodriguez screen shared a conceptual drawing by Fuss & O'Neil of the Band Shell located between the Town Hall, and Middle School. The suggestion of a Fundraising campaign through IOBY was discussed. Windsor Locks now being a Sustainable CT Town, can apply for the IOB Fundraising, which will match up to \$30,000.00. Consultants gave estimates in upwards of \$200,000.00 for a 30x40 structure.

**d. FTZ:**

Jen Rodriguez discussed Windsor looking to take advantage of participating in the Foreign Trade Zone.

Discussion took place of hosting a program with Dan Carstens, and the Bradley Development League within the next month or two.

**e. Business District List:**

The three lists mentioned in May, have now been combined. The interns are working to inventory the lists by certain sectors.

**f. POCD:**

Jen Rodriguez shared about the Plan of Conservation and Development. The Plan discusses existing and future land uses within town. A Public Hearing will take place on September 14, 2020. Drafts are on the Towns website.

**Open Time:**

Mike Mannheim shared that he is currently putting together the Spring/Summer Newsletter. Also, a reminder that an email had gone out for a subcommittee to be formed to discuss Dues & Fees for the upcoming EIDC Fiscal Budget. He would like to vote to approve subcommittee members at the next meeting.

Doug Glazier inquired on the parcel of land for sale on Halfway House Road.

Selectman Kervick shared CT Magazines stated that Windsor Locks identified as the Hottest Town in Hartford County. A 17.5% increase in the single-family home median price.

**Adjournment:**

*Upon a motion made by Doug Glazier, seconded by David Montemerlo the meeting adjourned at 7:52 p.m.*

Respectfully Submitted,

*Rachel DeAlfi*

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