

April 28, 2022

**Economic Development Commission
Meeting Minutes**

Call to Order: The meeting was called to order at 7:08 pm by Chairperson Stave. The meeting was hosted via Zoom internet conferencing and in conference room b at town hall.

Roll Call: Sondra Astor Stave, Bill Jobbagy, Barbara Barry, Carolyn Gerrity, Sam Belsito, Darby Pollansky

Citizens: None

Absent: Tim Liptrap, Rick Conti

Town Staff: Eric Trott, Director of Planning and Development

Adoption of Minutes:

A motion was made by Barry and seconded by Gerrity to adopt the March 24, 2022 minutes with the following corrections:

- : Page 1 – New Business #1 – the Subcommittee ‘met’ with the owner...
- : Page 1 – Andrew Ladyga appeared as a citizen, not a member.

The motion passed unanimously.

Planner/Manager Reports: Copies of the reports were forwarded to the members for their review and comment.

New Business:

1. Bolton Gateway EDC Subcommittee Report:

Eric provided a brief report on the discussion that occurred with the Subcommittee.

The Town has received word from Congressman Courtney’s office that funding to support the sewer extension in to Coventry will be moving forward. However, several additional steps through Committees needs to occur.

New ESRI retail leakage data was obtained to help better understand the spending habits and retail/service needs of Coventry’s residents. This was distributed to the Commission.

A brief review of the Subcommittee meeting that was prior to the EDC meeting was provided.

2. 4 Town Regional Economic Vitality Team updates:

Eric provided an update on 4 Town initiatives:

- : Interviews have been scheduled on May 9 to hire a consultant and develop a logo/brand for the 4 Town initiative as well as a marketing plan.
- : The second workshop with UCONN was held on April 26 which provided details on the hiring of students by local businesses that can support projects and needs of the businesses. Both of the forums were done very well by the Uconn Staff. Though there was not a high turnout, those who attended were appreciative of the forum. The Towns will continue to market this opportunity to the respective communities.
- : Tim facilitated an intro workshop for the Tolland Chamber on April 19 about Facebook tools to support local businesses. A series of 5 follow up workshops have been scheduled in May into June to do a deeper dive to help small businesses in the region.
- : An application was submitted by the 4 Town team with the Uconn Masters of Public Administration program to hire an intern to assist in executing the various initiatives in the Plan. Interviews were conducted on March 23. The 4 Town team are in the process of finalizing a decision on a potential student.
- : A FEMA grant was submitted by the 4 Town team to gain consultant services to assist with the Plan's initiatives. A meeting has been scheduled with FEMA next week to discuss the status of the grant.

3. Target development sites – member, staff contacts:

The target site development outline was updated and distributed to the Commission.

The one acre commercial site owner by Dickenson across the street from Cumberland Farms continues to receive attention for potential development. Public water is available which will assist with the ultimate design on site for a future use.

The former Swiss Cleaner unit at Meadowbrook Plaza will be rented for a children's clothing store. Additional space is to be provided to Integrated Rehabilitation as Meadowbrook Wine and Spirits space will be modified as well. Staff met with Matt Minor who submitted a special permit to the PZC for the alteration of the liquor store.

4. RTE 44 Bolton/Coventry sewers – Windham sewers - status:

The Town submitted grant requests to Congressman Courtney's office a couple weeks ago and the Town has received initial word that it should be receiving funding to support the extension of sewers from Bolton into Coventry. Also, preliminary word has come to the WPCA Staff that FEMA also wants to speak with the Town about another grant that was applied for to support the sewer extension. A meeting is being scheduled to discuss this further.

A meeting will be scheduled in the next few weeks between Coventry Staff and the Bolton and Vernon Sewer Authorities to discuss an inter-municipal agreement. After that meeting, one will be scheduled with the Manchester Sewer Authority.

5. Sewer treatment plant – Windham WPCA – status:

An update will be provided at the next EDC meeting.

6. New potential medical – dental office – Boston Turnpike –status:

Eric reported that an IWA application was approved at Wednesday's meeting. The design issues with septic, well, drainage improvements were able to be addressed to the Town and State's satisfaction. Staff spoke with the project designer today to discuss the timetable for Special Permit submittal and public hearings. The applicant is proposing to submit by May 9 for a June public hearing.

7. Dunkin Donuts – access – vehicle cueing improvements:

A special permit application was approved by the PZC to construct a new vehicle cueing operation to improve traffic flow and eliminate impacts on Main Street. Staff expects the project to commence this summer.

8. PZC regulations development – cannabis establishments:

The Commission Chair and Town Staff continue to work on developing draft regulations and are examining other town regulations that have been adopted as a reference. A comprehensive outline was prepared by the Committee and forwarded to the Planning and Zoning Commission at Monday's meeting. The outline provides a broad perspective on how the regulations, criteria, definitions and other components can be refined. The Commission will also be carefully examining the specific locations in town where certain uses will be proposed.

9. Housing Affordability Plan development:

The community workshop was held on March 30. The consultant did a great job with the presentation of the all the information, including a question/polling forum at the meeting that assisted in setting priorities for the Plan. The Committee is working on a community value statement at this time which will lead to the development of the refined strategies and action items. The public hearing on the final draft is expected in June.

10. Business Employee Recognition Program:

The campaign was held in January and February with online and paper surveys. Heather, a Dunkin Donuts staff, was the award winner and Nicole Irvine of Courthouse Nutrition at second place. Both will be recognized in a ceremony which is to be held on Friday, April 29 in the morning at both locations.

11. Arts on Main – planning:

The Land Use and Parks and Recreation Departments are cooperatively working with the Coventry Arts Guild to plan for the Arts on Main street fest. The event will be held on September 17. A budget and event details continue to be formulated. The event will combine with the Coventry Cares Food Truck Festival. New stakeholders are being invited to participate, such as the Glass Museum and Coventry Schools.

12. Hytone Farm – anaerobic digester project status:

The permitting process for the project continues. However, challenges have arisen with the consultant and designer in providing site plan details that reflect the project accurately and consistent with what had been reviewed and approved by the IWA. Town Staff continues to assist the owner and consultants to gain final approval for the project.

Adjournment:

The meeting was adjourned at 8:12 pm.

Respectfully submitted,

Eric M. Trott
Director of Planning and Development