



TOWN OF MANSFIELD
ECONOMIC DEVELOPMENT COMMISSION REGULAR MEETING
Thursday, May 22, 2014 ▪ 5:30 PM
Council Chambers ▪ Audrey Beck Municipal Building

Agenda

Call to Order/Roll Call

Opportunity for Public to Comment

Approval of Minutes

- January 29, 2014
- February 27, 2014

Old Business

1. Mansfield Tomorrow initiative
 - Draft Mansfield Tomorrow Plan
2. Developing an EDC Work Plan
 - Regional EDC Forum Update
 - Business visitation survey
 - Updates from other Commission members
3. Economic Development Budget/Resources

New Business

4. Four Corners Sewer and Water Project
5. EDC Membership
6. Next meeting/agenda items

Reports

- Business activity
- Events
- Chamber of Commerce/Mansfield Business and Professional Association (MBPA)
- Other

Communications

Adjournment

DRAFT MINUTES
MANSFIELD ECONOMIC DEVELOPMENT COMMISSION
Special Meeting
Wednesday, January 29, 2014
Council Chamber, Audrey P. Beck Municipal Building

Members present: McGuire, Ferrigno, Hirschorn, Fecho, Thompson
Staff Present: Matt Hart, Town Manager
Linda Painter, Director of Planning and Development

The meeting was called to order at 5:40 p.m. by Ferrigno.

Public Comment

- No public comment was received.

Approval of Minutes

- November 21, 2013 – Hirschorn MOVED, McGuire SECONDED approval of the minutes as written. The motion was approved unanimously.

Reports

- **Business Activity.** Painter and Hart updated the Commission on recent business activity including the opening of the UCONN Co-op Bookstore, Le Petit Marche Café and Storrs Wine and Spirits at Storrs Center and the closing of Flowers by Nina.
- **Chamber of Commerce/MBPA.** Hart noted that the Home and Business Expo is scheduled for March 1st and 2nd at Eastbrook Mall. The MBPA has not met in several months. McGuire and Hirschorn suggested holding off on trying to develop a new meeting format until the Commission is further along in its work plan.
- **Upcoming Events:** Winter Fun Week starts the weekend of February 1st-collaboration between Mansfield Downtown Partnership and Town; Grand Opening for bookstore, café and Ballard Institute of Museum and Puppetry scheduled for March 1st.

Old Business

1. **Water Supply EIE.** Hart updated the Commission on the approval of an agreement with the Connecticut Water Company and noted that there may be a bond referendum scheduled for November for the sewer project at Four Corners.
2. **Mansfield Tomorrow.** Painter noted that a draft plan is expected to be released to the Advisory Group and various town committees for review in the next few weeks. The draft will be a key item for discussion at the Commission's next meeting.
3. **Developing an EDC Work Plan.** Painter provided an overview of the project list distributed as part of the packet. McGuire and Hirschorn reviewed their work to date on creating a business visitation program, including the model questionnaire and meeting notes included in the packet. Members were requested to review the suggested questions and provide feedback to John and Marty in the next couple of weeks. Painter and Hart will work on drafting an introductory letter and developing a list of businesses and contact information within a short radius of town hall. They would like to finalize a questionnaire and procedure at the February meeting. Councilman Alex Marcellino, who was in the audience, volunteered to assist with visiting businesses.

Hart noted that he and Bresnahan had also met to discuss strategies for regional coordination, including hosting networking events with other local EDCs, with different communities hosting each quarter. Mansfield could host the first event, and invite Greg Lewis with the SBDC to make a presentation.

New Business

4. **Economic Development Budget/Resources.** Painter and Hart noted that development of the Town Manager's proposed budget is currently under way and that they are working to identify needs related to economic development. A proposed budget will be shared with the Commission at a later date.
5. **Next Meeting/Agenda Items.** Key items for discussion at the February 27th meeting include Mansfield Tomorrow draft plan and the business visitation program.

McGuire MOVED, Hirschorn seconded to adjourn the meeting at approximately 7:20 p.m. The motion was approved unanimously.

Respectfully submitted,
Linda M. Painter, AICP
Director of Planning and Development

DRAFT MINUTES
MANSFIELD ECONOMIC DEVELOPMENT COMMISSION
Regular Meeting
Thursday, February 27, 2014
Council Chamber, Audrey P. Beck Municipal Building

Members present: McGuire, Ferrigno, Bresnahan
Staff Present: Matt Hart, Town Manager; Linda Painter, Director of Planning and Development;
Jennifer Kaufman, Natural Resources and Sustainability Coordinator

The meeting was called to order at 5:38 p.m. by Ferrigno.

Public Comment

- No public comment was received.

Approval of Minutes

- January 29, 2014 – No action was taken on the minutes due to a lack of quorum.

Old Business

1. **Water Supply EIE.** Bresnahan noted that the General Assembly is currently considering legislation related to development of a statewide water plan, including potential funding for regional water and sewer projects.
2. **Mansfield Tomorrow.** Painter gave an overview of the review process for the draft Mansfield Tomorrow Plan and noted that comments on the draft Mansfield Tomorrow Plan need to be finalized at the March meeting. Members provided initial comments based on what they had read to date; this item will be a focus of discussion at the March meeting.
3. **Developing an EDC Work Plan.** McGuire updated members on progress related to the business visitation program; including coordination with the Mansfield Downtown Partnership. Hart and Bresnahan provided an overview of the regional EDC meeting concept they are developing. Painter noted that Coventry is inviting area EDCs to a forum related to UCONN Tech Park development in April.
4. **Economic Development Budget/Resources.** Painter and Hart updated the Commission on the status of a budget for economic development efforts. Hart noted that the proposed economic development budget will be a program independent from the Planning Department budget.

New Business

5. **Next Meeting/Agenda Items.** The next meeting is scheduled for March 20th; Mansfield Tomorrow will be a focus of the discussion.

Reports

- **Business Activity.** Painter and Hart updated the Commission on recent business activity including the opening of GBS Threading and Spa at Storrs Center.
- **Chamber of Commerce/MBPA.** Hart noted that Commission may want to think about potential businesses to nominate for business of the year.
- **Other.** Bresnahan noted that Windham is applying for a place making grant for an arts and entertainment center.

Ferrigno adjourned the meeting at 6:59 p.m.

Respectfully submitted,
Linda M. Painter, AICP
Director of Planning and Development

Mansfield Economic Development Commission

Draft Business Visitation List - May 22, 2014

NUMBER	UNIT	STREET	BUSINESS NAME
Spring Hill/Mansfield Center			
12		Beebe Lane	Beebe Construction
61		Chaffeville Road	Holiday Recreation Center
460		Storrs Road	T & B Motors
957		Storrs Road	Altnaveigh Inn
1022		Storrs Road	Storrs Family Med.
1029		Storrs Road	Stix N' Stones Landscape
Downtown			
1	101	Dog Lane	Moe's Southwest Grill
1	104	Dog Lane	Dog Lane Café
9	101	Dog Lane	Geno's Restaurant
9	103	Dog Lane	Travel Planner
9	106	Dog Lane	Sweet Emotions Candy Shop
9	112	Dog Lane	Storrs Automotive
1	C109	Royce Circle	Storrs Wine & Liquors
1244		Storrs Road	Domino's Pizza
1244		Storrs Road	Hartford Healthcare
1232		Storrs Road	Oriental Café
1232		Storrs Road	Cut to the Chase
253		Maple Road	Shundahai Farm
Perkins Corner			
10		Higgins Highway	Allstate Insurance
228		Stafford Road	Mansfield Drive In
232		Stafford Road	Eastern CT Wine & Spirits
266		Stafford Road	Kirby Veterinary Hospital
537		Stafford Road	Yankee Oil
Four Corners			
575		Middle Turnpike	Marty's Service
591		Middle Turnpike	Villa Package Store
643		Middle Turnpike	Cumberland Farms Inc
22		Professional Park Road	Kahan Kerensky & Capossela
1723		Storrs Road	Schrager - Law Offices
1733		Storrs Road	Bagel Zone
1768		Storrs Road	Crossfit Storrs
1856		Storrs Road	Tony's Garage
King Hill Road/UConn Off-Campus			
134		North Eagleville Road	Baja Café
134		North Eagleville Road	UConn Book Store
153-B		North Eagleville Road	North Campus Barber
Eagleville			
2		Old Mill Court	Champlions General
999		Stafford Road	Desiato Sand + Gravel
Conantville/East Brook Mall Area			
81		Storrs Road	The Hoot
95		Storrs Road	Eastbrook Mall
95		Storrs Road	TD Bank
95		Storrs Road	TJ Maxx
123		Storrs Road	R K Hair Designs
135	A	Storrs Road	Angellino's

**MANSFIELD ECONOMIC DEVELOPMENT COMMISSION
BUSINESS OUTREACH**

Business _____ Address _____

Owner _____ Telephone _____

Person Interviewed _____ E-mail _____

Interview Team _____ Date _____

1. Why did you locate the business in Mansfield? _____

2. Did locating in Mansfield meet your expectations? Yes _____ No _____

3. If No, what did not meet your expectations? _____

4. What would you do differently? _____

5. Are you doing well financially? Yes _____ No _____

6. Do you think that things will get better? _____ Why? _____

7. Do you plan to expand? Yes _____ No _____. If yes, when? _____

8. At this location or elsewhere in Mansfield? _____

9. What are the obstacles to doing business in Mansfield? _____

10. How can the obstacles be overcome? _____

11. How many do you employ? _____ How many employees to you plan to add in 2015? _____ -

12. What is your approximate customer mix: Students _____%, Faculty _____%,

Non Faculty Residents _____%, Outsiders _____% Don't have a clue _____

13. What marketing do you do? _____ Has it been productive? _____

14. What businesses should be encouraged to come to Mansfield? _____

15. Do you have ideas that would make Mansfield more attractive to business? _____

16. How can the Town of Mansfield (and the EDC) be more helpful to your business? _____



Water System Advisory Committee Memorandum of Agreement

In accordance with the terms of the Water Supply Definitive Agreement ("Agreement") dated January 21, 2014, between The Connecticut Water Company ("CWC") and the Town of Mansfield, the parties have agreed to establish a Water System Advisory Committee ("Advisory Committee") to provide local input and ensure communication and collaboration relating to the water system, system improvements, local planning, economic development, water and land conservation, and environmental stewardship.

The water system shall include the Capital Improvements as defined in the Agreement to extend water from Tolland to the University and Mansfield, including the Four Corners area, and the Existing Infrastructure that has been used by the University to provide water service to customers in the Town of Mansfield prior to the Company providing service for the Town. The system improvements shall include equipment, modifications and all work by the CWC in connection with the CWC system to meet all CWC obligations under the Agreement.

It is agreed that the Advisory Committee shall be established and operated in accordance with the following guidelines:

A. Committee Membership and Terms

- 1) The CWC will convene a Water System Advisory Committee, and shall invite representatives of the Town, UConn, adjacent municipalities, regional planning agencies, and other stakeholders as follows:
 - a. Mansfield - four representatives, all of whom shall be Mansfield residents:
 - One shall be from the Conservation Commission;
 - One from Economic Development Commission;
 - One member from the Planning & Zoning Commission or a representative of a Mansfield board or commission as selected by the Council; and
 - One Mansfield resident as appointed by the Town Council;
 - b. The towns of Coventry, Tolland, Willington, and Windham - one representative each;
 - c. The University of Connecticut - one representative;
 - d. The Executive Director of the Capitol Region Council of Governments or his/her staff designee;
 - e. The Director of the Eastern Highlands Health District or his/her staff designee; and

- f. One representative from each of the following environmental organizations:
 - Willimantic River Alliance
 - Joshua's Trust
- 2) The selection of the members will be decided by each community or organization; a diverse representation of municipal, residential, business and industrial customers and various stakeholder interests is encouraged.
- 3) Each representative of the Advisory Committee shall serve a term of two (2) years. There is no limit on the number of terms which a representative may serve. A member's term on the Advisory Committee may be terminated if the individual's repeated lack of attendance impedes the ability of the Committee to perform their duties.
- 4) Whenever a member resigns or is removed from the Advisory Committee the municipality or organization which that member represented shall select a replacement in a manner that the municipality or organization deems proper.

B. Role of the Advisory Committee

- 1) The Advisory Committee shall:
 - a. Advise the CWC in connection with the supply of Potable Water and the operation, expansion and integration of the CWC System;
 - b. Provide information regarding plans and regulations of local land use commissions, consistency of proposals with the Plan of Conservation and Development, and future water supply needs that should be considered in the CWC Water Supply Plan;
 - c. Make recommendations of best management practices, including but not limited to water conservation programs, and shall work cooperatively with the CWC in the implementation thereof; and
 - d. Serve in an advisory role and shall not approve or deny specific projects or otherwise limit the CWC's ability to perform their obligations under the Agreement with the Town or the University or to comply with other statutes or regulations.
- 2) The Advisory Committee shall be advisory-only in nature. The Advisory Committee shall conduct its work in a manner which is prudently expeditious and which neither unreasonably delays nor withholds review.
- 3) The Advisory Committee shall receive, review and report to the Mansfield Director of Planning on the following requests for water service in Mansfield:

- a. Connections to the CWC System in Mansfield, whether a new use or change to existing use, that require a change in zoning or approval by a local land use commission; and
 - b. Any extension of the CWC System in Mansfield after the Completion Date
- 4) The Mansfield Director of Planning shall advise the CWC and the Advisory Committee chair of a request for water service that requires review by the Advisory Committee with information on when such application will be heard before the applicable local land use commission and the statutory deadlines for action by the commission. The Advisory Committee shall meet and provide any recommendations regarding such requests in a way that neither unreasonably delays nor withholds review.

No local land use commission will be required to delay action on an application that would conflict with statutory deadlines for action because the Advisory Committee has not provided their recommendation. If the Advisory Committee has not commented with sufficient time for the commission to act in accordance with their statutory deadlines, then the Advisory Committee shall be deemed to have waived the opportunity to comment on that application.

- 5) The CWC shall advise the Advisory Committee in advance of filing of any application for a general rate increase with PURA that would impact the customers in Mansfield or other Advisory Committee member towns.

C. Meetings

- 1) For two years beginning no later than July 1, 2014, as the Capital Improvements, as defined in the Agreement are designed and constructed, the Advisory Committee will meet at least quarterly. Thereafter, the Committee shall meet as needed to provide for the timely review of applications under consideration by Mansfield land use commissions but no less frequently than semi-annually. By majority vote, the Advisory Committee may schedule additional meetings.
- 2) The time and location of the meetings shall be determined by the Advisory Committee, with notice of all meetings of the Advisory Committee provided on the CWC's website with copies provided to the Mansfield Town Clerk.
- 3) Meetings shall be open to the public and there shall be an opportunity for public comment provided at each meeting.
- 4) All meeting materials shall be publicly available except materials deemed to be security sensitive pursuant to *Connecticut General Statutes* Section 1-200(6)(c). The CWC reserves the right to restrict public access to any discussions or materials that would otherwise be protected as security sensitive.
- 5) The Advisory Committee shall adopt and may amend such rules of procedure for the conduct of its affairs as it deems appropriate to fulfill its duties. The Advisory Committee shall elect a chair and vice chair, with the chair being one of the

representatives designated by Mansfield. The procedure for establishing a quorum and conduct of meetings shall be consistent with Roberts Rules of Order.

- 6) A majority of the members of the Advisory Committee constitutes a quorum for taking any action. The vote of the majority of the members present at a meeting at which a quorum is present constitutes an act of the Advisory Committee.
- 7) An affirmative act of the Advisory Committee shall be recorded and shall be required in order to approve any matter that is before it. The absence of a quorum or a failure of the Advisory Committee to vote for a recommendation on a matter shall not preclude or delay action by the CWC, or any local board or commission.

IN WITNESS of the foregoing, the Parties have executed this Memorandum of Agreement by their duly authorized officers as of the date first set forth above.

TOWN OF MANSFIELD, CONNECTICUT

By: 
Name: Matthew W. Hart
Title: Town Manager

CONNECTICUT WATER COMPANY

By: 
Name: Eric W. Thornburg
Title: President & CEO