Economic Development Commission

Regular Meeting
July 15, 2026 - 5:30 P.M.
Main Meeting Room, Town Hall
933 Hopmeadow Street, Simsbury, Connecticut 06070

AGENDA

Call to Order

1) Pledge of Allegiance

2) Liaison Updates & Reports
   a. Chamber of Commerce
   b. Board of Selectmen
   c. Sustainability Committee
   d. Library & Tourism
   e. Zoning Commission
   f. Planning Commission
   g. Main Street Partnership
      i. Office Vacancy Committee
   h. Town Manager
      i. Business Development Coordinator Update

3) Chair Report

4) Town Website "Businesses" Button Discussion

5) Municipal Economic Development Comparative Analysis: *Town of Branford*
   a. Simsbury EDC Webpage Update

6) Discuss Farmington Valley Health District Business Resource

7) Approve Minutes
   a. February 25, 2026 Special Meeting
   b. March 18, 2026 Regular Meeting
   c. May 20, 2026 Regular Meeting

Adjourn

DOING BUSINESS IN SIMSBURY

Are you thinking about opening or relocating your business in Simsbury, CT? We are pleased to provide this guide to assist and support you with resources you may need throughout the various stages of starting your business.

Starting a business involves planning, financial decisions and legal compliance to get you on your way. We highlight the steps needed to get you "open for business" by utilizing and summarizing information from the U.S. Small Business Administration website (SBA.gov) and the Connecticut Secretary of State's website. Additional local information is also included.

To access this document online please visit: http://www.simsburylibrary.info/business/

Note: This document is meant to provide general information only and is not meant to be a complete guide to creating or operating your business.

WE LOOK FORWARD TO WORKING WITH YOU!

Please contact us at any stage of your business venture.

Simsbury is unique in hosting a Business Resource Center (BRC) at the Simsbury Public Library to assist business owners with resources and information. The BRC is a great place to start and there are no charges for these services. Contact the BRC Coordinator Sarah Loudenslager at (860) 658-7663 x2107 or sarahl@simsburylibrary.info.

In addition to the Business Resource Center, you may reach out to Town of Simsbury Town Manager Maria Capriola at (860) 658-3230 or online, Director of Planning Mike Glidden at (860) 658-3252 or online, or contact various departments as needed (see Resources).

The Simsbury Main Street Partnership in an award-winning, nationally accredited not-for-profit organization. We provide business assistance, marketing, branding, press releases and much more. You may also reach out to Executive Director Sarah Nielsen at (860) 658-8577 or online.

The Simsbury Chamber of Commerce provides opportunities for community involvement and service, networking and business promotion, and so much more. You may reach out to Executive Director Lisa Gray at (860) 651-7307 or info@simsburycoc.org.

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PLANNING YOUR BUSINESS IN SIMSBURY

1. WRITE A BUSINESS PLAN

A business plan is a tool for understanding how your business is put together. Business planning forces you to review everything at once and make crucial decisions. It can be used to monitor progress and guide the future of the business. In addition, a business plan helps to communicate your business to others, including future employees or investors. If you are applying for a small business loan, business plans are typically a required document.

For a guide of what to include in each section visit How to Write a Business Plan (SBA.gov). Parts of a business plan generally include:

- Executive Summary – a snapshot of your business as a whole
- Company Description – what you do, how you're different, and the markets served
- Market Analysis – research your industry, market, and competition
- Organization & Management – how your business is structured
- Service or Product Line – what do you sell and how does it benefit your customers?
- Marketing & Sales – how do you plan to market your business? What is your sales strategy?
- Funding Request – how much? How do you intend to use the funds you receive?
- Financial Projections – forecasted income statements, balance sheets, cash flow statements, etc
- Appendix – optional; include items such as a resume, permits and leases

The State of Connecticut offers additional resources, including:

- Connecticut Economic Resource Center
- Connecticut Data Collaborative
- Connecticut Small Business Development Center

Local resources include:

The Simsbury Public Library Business Resource Center is a great place to visit when researching and creating your business plan. You will find sample business plans, templates, how-to guides, books, resources for industry and market research, and a BRC Coordinator who is available for free and confidential research consultations. Attend a free workshop featuring local guest speakers who are experts in their field to help your business get started or grow. Check for upcoming events online through: www.simsburylibrary.info.

Meet with a SCORE mentor or attend a workshop co-sponsored by SCORE at the Simsbury Public Library. SCORE is a nonprofit association dedicated to helping small businesses get off the ground, grow and achieve their goals through education and mentorship.

2. GET BUSINESS ASSISTANCE AND TRAINING

If you need to learn more about a particular aspect of starting and/or running your business, take advantage of the resources available to you.

Federal resources with online training:

BusinessUSA's Training Portal (business.usa.gov) -- Provides nearly 200 online classes, videos, and chat transcripts from Federal resources to guide emerging entrepreneurs and exporters through the basics of starting and managing a business.

Export Education (export.gov) – Provides free online video series that guides you through the process of how to export.

SBA.gov Learning Center – Over 60 free online video tutorials related to financing, government contracting, managing a business, marketing, and starting a business.

Local resources within 25 miles of Simsbury that provide online resources or in-person courses, workshops, consultations, or mentoring services:

Greater Hartford SCORE Chapter – Find a mentor for free business advice, find a local workshop, or access webinars or on-demand courses online (Hartford, CT).

CTSBDC – Access to no-cost advising services, virtual consultations, in-person workshops and events, and webinars and recordings (Simsbury, CT and Greater Hartford area).

Simsbury Public Library Business Resource Center – Free programs related to business topics, computer and technology classes, online resources, and assistance from a trained business librarian or from SCORE mentors who offer free, confidential mentoring at the Library (Simsbury, CT).

University of Hartford Entrepreneurial Center and Women's Business Center – Free and low-cost services that support CT small businesses (Hartford, CT).

U.S. Department of Commerce Middletown Export Assistance Center – Local trade counseling services (Middletown, CT).

University of Connecticut Graduate Business Learning Center (GBLC) – Home to the UConn School of Business part-time and Executive MBA Hartford program offices, classrooms and conference facilities, as well as the SS&C Technologies Financial Accelerator (Hartford, CT).

3. CHOOSE A BUSINESS LOCATION

Finding a location for your business involves planning and research. Visit Choosing a Location & Equipment (SBA.gov) for information that can help you choose the right location for your business, including tips for choosing your business location, basic zoning laws, home-based business zoning laws, and leasing commercial space.

Explore and research commercial real estate properties through a number of online resources, or by connecting with a commercial real estate broker. The Connecticut Economic Resource Center (CERC) SiteFinder database can help you locate available commercial properties. In addition, the CERC website offers a variety of resources to supplement your property search by providing information about local areas and demographics.

Part of choosing a great location involves making sure that what you want to do with your business is an approved use for that location according to local zoning laws and regulations. Start by speaking with the Town of Simsbury Zoning Enforcement Officer (ZEO) Robin Newton at (860) 658-3240 or online, or Town of Simsbury Director of Planning and Community Development Mike Glidden at (860) 658-3252 or online. Both can provide you with information on zoning for your proposed location and use, help with signage regulations, and refer you to other departments you may need to speak with including Building, Water Pollution, Farmington Valley Health District, Fire Marshal, Tariffville Fire District, and/or public utility providers.

4. FINANCE YOUR BUSINESS

There are many ways to finance your business from traditional bank loans to grants and state and federal programs. See the Connecticut Office of Legislative Research - Research Report for an overview of Small Business Assistance Programs.

Simsbury works closely with Main Street Partnership, which is a great place to start this conversation. Set up an appointment with Executive Director of Main Street Partnership Sarah Nielsen at 860-651-8577 or online.

Additional resources to look into for financing include:

- Angel Investor Forum
- Connecticut Department of Economic and Community Development
- Connecticut General Assembly Office of Legislative Research summary of Small Business Assistance Programs
- Connecticut Innovations
- Community Investment Corporation
- SBA Loan Programs

5. DETERMINE THE LEGAL STRUCTURE OF YOUR BUSINESS

The type of business structure you choose will have legal and tax implications. You may want to consult with a lawyer or CPA. Types of business structures include:

- Sole Proprietorship – a business owned and run by one individual
- Partnership – a single business where two or more people share ownership
- Corporation – an independent legal entity owned by shareholders
- S Corporation – a special type of corporation created through an IRS tax election
- Limited Liability Company (LLC) – combines the pass-through taxation of a partnership or sole proprietorship with the limited liability of a corporation

For additional information, recommended online resources include:

- Business Structures (irs.gov)
- Business Structure and Tax Implications (sba.gov)
- Choose Your Business Structure (sba.gov)

If you change your business structure you must notify the Connecticut Department of Revenue Services.

FILE AND REGISTER YOUR BUSINESS

6. REGISTER A BUSINESS NAME ("D/B/A" OR "DOING BUSINESS AS")

Before you can register your business you will need to choose a distinguishable business name. Perform a Business Name Search through the Connecticut Secretary of the State to see if your proposed business name is presently available. You may also want to do a basic web and social media search to see if your business name is available as a domain name or username. For more information see Choose & Register Your Business (sba.gov).

If your proposed business name is available and your business is neither a Sole Proprietorship nor a General Partnership, then you need to register your business with the Secretary of State. Access forms and fees from the Connecticut Secretary of the State.

All trade names ("d/b/a's") must register with the Simsbury Town Clerk's Office.

7. GET A FEDERAL TAX IDENTIFICATION NUMBER

Once you have registered your business name, you may apply for an Employer Identification Number (EIN). An EIN is also called a Federal Tax Identification Number and is used to identify a business entity. See How to Apply for an EIN from the Internal Revenue Service (irs.gov) to apply online for free and for more information.

8. REGISTER FOR STATE AND LOCAL TAXES

After you have an EIN, you will need to register with the Connecticut Department of Revenue Services to receive a Connecticut Tax Registration Number (TRN).

Locally, you will need to file a Personal Property Declaration with the Town of Simsbury Assessor's Office.

For more information, visit Filing & Paying Taxes (sba.gov). Additional resources include:

- Federal: Tax Information for Businesses (irs.gov)
- State: Connecticut Department of Revenue Services (ct.gov/drs)
- Local municipal taxes: Town of Simsbury Tax Office

9. OBTAIN BUSINESS LICENSES AND PERMITS

Depending on what your business does, you may need to obtain federal and state licenses and permits to run your business legally.

If your business is involved in activities supervised and regulated by a federal agency – such as selling alcohol, firearms, commercial fishing, etc. – then you may need to obtain a federal license or permit. For more information see What Federal Licenses and Permits Does Your Business Need? (sba.gov).

The Connecticut Economic Resource Center (CERC) has information on state licensing.

Locally, you may need some approvals or permits, such as: Zoning Approval, Building Permit, Fire Marshal Approval, Public Utility Approval, Health Department Approval, Police Department Approval, and Water Pollution Control Sewer Usage Capacity. For assistance, please contact the Town of Simsbury Planning and Land Use Department. See also the Town of Simsbury Online Permit Center.

10. UNDERSTAND EMPLOYER RESPONSIBILITIES

If you have employees, there are responsibilities involved including withholding taxes, verifying employee eligibility, obtaining workers' compensation insurance, and more. For more information see Hiring (sba.gov) and the State of Connecticut Department of Labor website.

OPEN FOR BUSINESS

Congratulations! You have reached the stage where all of your planning and preparation comes to fruition. How do you plan to market your services and let people know that you are open for business?

Here are some local resources:

- Contact Town of Simsbury First Selectman Eric Wellman at (860) 658-3231 for possible inclusion in the *First Selectman's Report*.
- Become a Simsbury Main Street Partner and work with Executive Director Sarah Nielsen to plan a grand opening event and ribbon cutting ceremony.
- Join the Simsbury Chamber of Commerce and work with Executive Director Lisa Gray to plan a grand opening event and ribbon cutting ceremony and learn about networking and other promotional opportunities.

EXISTING BUSINESSES

For information related to running a business, leading your business, growing your business, business law and regulations, business guides by industry, exporting, closing down your business, cybersecurity, and forms see Managing a Business (sba.gov).

ASSOCIATIONS & ORGANIZATIONS

Consider joining a business or industry-specific association or organization to stay connected, network, or for access to group resources. Not sure which groups to join? Use resources available through the Simsbury Public Library Business Resource Center to research associations and organizations, such as the *Encyclopedia of Associations* or *Plunkett Research Online.* Some state and local organizations include:

Connecticut Business and Industry Association (CBIA) – 350 Church Street, Hartford, CT 06103, (860) 244-1900 – *Save on healthcare and employee benefits, energy, home and auto insurance, compliance and training, office supplies and furniture, business services, and job postings through membership.*

Simsbury Chamber of Commerce – 749 Hopmeadow Street, P.O. Box 224, Simsbury, CT 06070, (860) 651-7307, info@simsburycoc.org, Contact: Executive Director Lisa Gray -- *Provides marketing exposure, networking opportunities and government representation.*

Simsbury Main Street Partnership, Inc. – P.O. Box 3, Simsbury, CT 06070, (860) 651-8577 Contact: Executive Director Sarah Nielsen -- *The Simsbury Main Street Partnership in an award-winning, nationally accredited not-for-profit organization. They provide business assistance, marketing, branding, press releases and much more.*

COMMONLY ASKED SIMSBURY ZONING QUESTIONS

Simsbury has specific zoning regulations regarding where a business can be located, what kind of commerce can be conducted, parking space needed, specific design associated with new construction or renovations, and signage. Please refer to the Town of Simsbury Planning and Land Use Department website for the most up-to-date information and for staff contacts. You may reach out directly to Director of Planning and Community Development Michael Glidden or Code Compliance Officer Robin Newton for assistance.

WHAT IS MY PROPERTY ZONED FOR?

Use the Town of Simsbury Graphic Information System (GIS) to search for your property. The Zoning Map is uploaded in the Map Gallery section. It is also viewable using the Interactive Mapping section and then by selecting Map Layer – Zoning.

After you determine the zoning district your property is located within, please refer to Article Seven of the Zoning Regulations which outlines the uses allowed in each zoning district.

DO I NEED A PERMIT?

Yes. A permit is required for any changes in use or occupancy regardless if Zoning Commission approval is required or not. There is a $25 administrative fee associated, made payable to the Town of Simsbury. A Zoning Compliance Review Application may be accessed through the Town of Simsbury Planning and Land Use Department Applications webpage.

ARE THERE GUIDELINES THAT I NEED TO FOLLOW FOR COMMERCIAL AND PERMANENT SIGNAGE?

Yes. The Simsbury Zoning Regulations allow for wall and free standing signs. All permanent signs require review and/or approval by the Zoning Commission. Complete requirements may be found in the Simsbury Guidelines for Community Design, Section C. Signage. Signage proposed in Simsbury Town Center is governed by Town Center Code, Chapter 6, Section 6.4. Signage in the rest of Simsbury is governed by Simsbury Zoning Regulations, Article Ten, Section C.2. A Zoning Commission Application for a sign permit may be accessed through Town of Simsbury Planning and Land Use Department Applications webpage.

AM I ALLOWED TO PUT UP A TEMPORARY SIGN FOR MY BUSINESS OR EVENT?

Yes, with a permit from the Planning and Land Use Department. Temporary signs or "a frames" are permitted four times a year for a two week period with a permit. Additional information is available online. A Temporary Business Sign Application or Temporary Non Profit Sign Application may be accessed through the Town of Simsbury Planning and Land Use Department Applications webpage. There is no fee for this permit.

AM I PERMITTED TO USE MY RESIDENCE FOR PERSONAL BUSINESS PURPOSES?

Please contact the Planning and Land Use Department to determine what approvals will be necessary for locating your business at your home. Your approval process for locating a business in your residence will be determined based on the intensity of your use. Some uses are allowed as of right and others require a special exception from the Zoning Commission. You should contact a staff member of the Planning and Land Use Department in order to determine what approvals are necessary.

WHAT DO I DO IF THE ZONING REGULATIONS DON'T PERMIT ME TO USE THE PROPERTY AS I WANT TO FOR MY BUSINESS?

The Town of Simsbury Zoning Regulations are permissive. If your use is not listed within the regulations, then it is prohibited. In order to allow a use that is prohibited, one must revise the regulations. A Zoning Commission Application for a text amendment may be accessed through the Town of Simsbury Planning and Land Use Department Applications webpage.

COMMONLY ASKED MUNICIPAL PROPERTY TAX QUESTIONS

AS A BUSINESS OWNER, WHAT DO I OWN THAT IS SUBJECT TO MUNICIPAL PROPERTY TAXES?

There are three types of properties that are assessed and taxed in accordance with State Statute: real estate, motor vehicles and personal property. All land and buildings are taxed as real estate. All registered motorized or non-motorized vehicles (such as cars, trucks, motorcycles and trailers) are taxed as motor vehicles. Finally, all machinery, equipment, furniture, and fixtures either owned or leased by business and industry are taxed as personal property. Most residential taxpayers are not subject to personal property tax. However, most business owners are subject to this tax. In addition, some residential and commercial taxpayers are also charged for usage of municipal infrastructure, such as sewers. The Assessor's Office has additional information (see Resources).

AS A BUSINESS OWNER, AM I REQUIRED TO REPORT EQUIPMENT THAT I USE IN THE COURSE OF CONDUCTING MY BUSINESS?

Pursuant to Chapter 203 Section 12-42 of the Connecticut General Statutes, business owners are required to submit an inventory of personal property to the Assessor of the Town in which the business is located. According to the Statute, this Declaration of Personal Property must be received by the Assessor no later than the first day of November. If the Declaration is not filed, the Assessor shall complete the inventory including all property that there is reason to believe exists in the facility.

HOW DO I KNOW THE VALUE OF MY PROPERTY AND HOW IS THE TAX RATE APPLIED?

State law requires that properties be valued at "present and true actual value," which means fair market value. The Assessor then multiplies that fair market value by 70% to arrive at the property's assessed value. The applicable mill rate is then applied to the assessed value to determine the actual tax bill. State law requires that real estate be revalued every four years to factor in changes in market value, property improvements and new construction. Standard price guides are used to determine the value of motor vehicles.

WHEN ARE MY TAXES DUE?

Tax bills are sent once each year on July 1st. Taxes on personal property and motor vehicles are due in July. Taxes on real estate are due in 2 installments; July and January each year.

AS A BUSINESS OWNER, AM I ELIGIBLE FOR ANY TAX INCENTIVES?

Through the Simsbury Business Incentive Program, your business may be eligible for a tax abatement or other incentive if you are planning to locate your business in Simsbury or to expand and grow your business here. Click on the link above to see specific plan details and the requirements for applying for an incentive or abatement. The Simsbury Business Incentive Program identifies specific businesses or industries which are targeted for development and identifies development outcomes – such as creation of additional tax revenue or providing lasting employment opportunities – which would be considered by the Town in determining whether to provide an incentive or grant a tax abatement. Applications under the Program are heard by the Town's Business Development Committee which will make recommendations to the Board of Selectmen. If you have questions about the program, feel free to contact the Director of Planning and Community Development at (860) 658-3252 or the Town Manager at (860) 658-3230.

WHOM SHOULD I CONTACT FOR MORE INFORMATION CONCERNING BUSINESS INCENTIVE PROGRAMS?

Interested business owners must apply for these tax incentives. For additional information concerning the various incentives offered by the Town, as well as an application, you should contact the Town Manager or the Planning and Land Use Department (see Resources).

RESOURCES

BusinessUSA (business.usa.gov) – *A centralized one-stop platform for business to access services from the federal government*.

Connecticut Business Portal (ct.gov) – *Information on starting, growing and managing your business, and more from Connecticut's Official State Website.*

Connecticut Department of Economic and Community Development (CT DECD) -- 505 Hudson Street, Hartford, CT 06106-7106, DECD Central Office (860) 270-8000 – *Business development services including financing, tax credits and incentives, site selection services, and workforce training support.*

Connecticut Department of Energy and Environmental Protection (CT DEEP) – 79 Elm Street, Hartford, CT 06106-5127, (860) 424-3000 – *Environmental Quality Permitting, Outdoor Recreation and Natural Resources Licensing, Professional and Occupational Licensing, Public Utilities Regulatory Authority, and more.*

Connecticut Department of Revenue Services (CT DRS) – 50 Columbus Blvd., Suite 1, Hartford, CT 06103, (860) 297-5962 – *Register and manage your business for tax-related purposes.*

Connecticut Department of Labor (CT DOL) – 200 Folly Brook Boulevard, Wethersfield, CT 06109, (860) 263-6000 – *Protects and promotes the interests of CT workers and provides resources for employers.*

Connecticut Economic Resource Center (CERC) **–** 805 Brook Street, Building 4, Rocky Hill, CT 06067, (860) 571-7136 – *A non-profit corporation and public-private partnership that provides economic development services, leveraging Connecticut's unique advantages as a premier business location.*

Connecticut Office of the Secretary of the State – 30 Trinity Street, Hartford, CT 06106, (860) 509-6200 – *Search a business, access forms and fees, utilize the Small Business Startup Tool.*

Connecticut Small Business Development Center (CTSBDC) – University of Connecticut, 2100 Hillside Road, Storrs, CT 06269, (855) 428-7232 – *In-person or virtual business advising, training, workshops and webinars.*

Farmington Valley Health District – 95 River Road, Suite C, Canton, CT 06079, (860) 352-2333 – *Food protection, environmental health, community health, emergency preparedness and more.*

Federal Trade Commission - Business Center (ftc.gov) – *Tips and advice for businesses related to consumer protection law*.

Greater Hartford SCORE – 280 Trumbull Street, Hartford, CT 06103, (860) 240-4700 – *Find a mentor, take a workshop, access online resources, and more.*

Internal Revenue Service (irs.gov) – *Resources for businesses related to business structures and taxes.*

Occupational Safety and Health Administration (osha.gov) -- *Assures safe and healthful working conditions for working men and women by setting and enforcing standards and by providing training, outreach, education and assistance.*

PrepareCT -- *Helps Connecticut's small business community prepare for and minimize the impact of disruptions and disasters, and take precise steps to ensure their continued business survival and well-being. Funded by SBA and led by CTSBDC.*

Protecting Your Businesses (FEMA.gov) **–** *Mitigation and insurance programs from the Federal Emergency Management Agency.*

Simsbury Chamber of Commerce – 749 Hopmeadow Street, P.O. Box 224, Simsbury, CT 06070, (860) 651-7307, info@simsburycoc.org, Contact: Executive Director Lisa Gray -- *Provides marketing exposure, networking opportunities, government representation, and more ways to grow your business.*

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Simsbury Public Library Business Resource Center (BRC) -- 725 Hopmeadow Street, Simsbury, CT 06070, (860) 658-7663, Contact: Business Resource Center Coordinator Sarah Loudenslager, sarahl@simsburylibrary.info -- *Provides resources to support new and growing businesses, including staff, books, electronic databases and workshops.*

State of Connecticut Workers' Compensation Commission – 1 (800) 223-9675 – *Administers the workers' compensation laws of the State of Connecticut with the ultimate goal of ensuring that workers injured on the job receive prompt payment of lost work time benefits and attendant medical expenses.*

Town of Simsbury – 933 Hopmeadow Street, Simsbury, CT 06070, (860) 658-3200 Hours: Monday 8:30am to 7:00pm, Tuesday – Thursday 8:30am to 4:30pm, Friday 8:30am to 1:00pm Assessor's Office - 658-3251, Building Department - 658-3234, First Selectman's Office – 658-3231, Planning and Land Use Department - 658-3245, Tax Office - 658-3238, Town Clerk - 658-3243, Town Manager - 658-3230. View contact information for all Town of Simsbury Departments.

University of Hartford Entrepreneurial Center & Women's Business Center – Babcock House, University of Hartford, 260 Girard Avenue, Hartford, CT 06105 and Founders Business Park, CT Center for Advanced Technology, 222 Pitkin Street, East Hartford, CT 06108, (860) 768-5681 – *Free and low-cost services that support CT small business including free small business advising, business training, mentoring and technical assistance, events, and more.*

U.S. Department of Commerce (commerce.gov) – *Promotes job creation and economic growth by ensuring fair and secure trade, providing the data necessary to support commerce, and fostering innovation by setting standards and conducting foundational research and development.*

U.S. Department of Housing and Urban Development - Office of Small/Disadvantaged Business Utilization (hud.gov) – *The OSDBU is responsible for ensuring that small businesses are treated fairly and that they have an opportunity to compete and be selected for a fair amount of the Agency's prime and subcontracting opportunities.*

U.S. Economic Development Administration (eda.gov) **–** *Their mission is to lead the federal economic development agenda by promoting innovation and competitiveness, preparing American regions for growth and success in the worldwide economy.*

U.S. Environmental Protection Agency (epa.gov) – *Find out about environmental topics, laws and regulations by business sector and more.*

U.S. Small Business Administration Connecticut District Office -- 280 Trumbull Street Second Floor, Hartford, CT 06103, (860) 240-4700 – *Financial assistance, free counseling, Women's Business Ownership Representative, Veterans Affairs Officer, and more.*

Workplace Wellness Made Easy: Free Resources from FVHD

Farmington Valley Health District

What FVHD Can Offer Your Business:

- Simple and practical ideas tailored for busy and small businesses
- Policy consultation
- Facilitation of surveys to gain insight into the interests of both employees and employers
- A healthy cooking demonstration
- Mental health resources available through CredibleMind
- Narcan and suicide prevention training
- Assistance during wellness program implementation

Connect to start!
860-352-2333
jdudyak@fvhd.org

Scan for additional information



Benefits of a Workplace Wellness Program

- Enhance productivity while decreasing absenteeism
- Boost employee retention rates
- Foster overall well-being

This program is supported by the Preventative Health & Health Services Block Grant (PHHSBG) funded by the Centers for Disease Control and Prevention.

Economic Development Commission

Special Meeting
February 25, 2026 – 5:30 P.M.
Board of Education Conference Room, Town Hall
933 Hopmeadow Street, Simsbury, Connecticut 06070

RECEIVED
TOWN OF SIMSBURY, CT
2026 MAR 13 A 10:15
TOWN CLERK'S OFFICE

MINUTES

Members Present: Charmaine Seavy, Chair; Michael Scursso (Virtual); Leland Holcomb (Virtual)

Others in Attendance: Marc S. Nelson, Town Manager (Ex-Officio); Mike Paine, Selectman/Board of Selectmen Liaison; Ray Lagan, Granby-Simsbury Chamber of Commerce Executive Director/Chamber of Commerce Liaison; Erin Leavitt-Smith, Planning Commission Chair & Liaison; Jami Lewchik, Sustainability Committee Chair; Franklyn Barrueco, Management Specialist

Chair Seavy called the meeting to order at 5:36 P.M. and the Commission sang the Pledge of Allegiance.

Economic Development in Simsbury Discussion (cont.)

Sustainability Committee Chair Jami Lewchik

Chair Lewchik presented on Sustainability Committee's programming, events, accomplishments, and synergies with economic development. Director Lagan asked if the Sustainability Committee connects with new businesses coming to Town, specifically, the recently approved hotel. The Commission discussed a potential sustainable energy business information session, roundtable, or charette. Director Lagan asked if the Committee is working with other groups and organizations. Chair Lewchik said yes; there is a separate approach the Committee has for residential homeowners.

Manager Nelson asked how the public reaches the Sustainability Committee. Currently, there is no official Town email account. Manager Nelson indicated that he will communicate with the Information Technology Department regarding creating a Sustainability Committee email address. Director Lagan asked about the Town accepting grants for the Committee and the group discussed public outreach. Chair Lewchik mentioned that the Department of Public Works is the Committee's staff support and assists with newsletters, publishes agendas, and posts on Facebook. March 5th is the next Sustainability Committee and there will be a thermal energy network C-

PACE presentation. Manager Nelson asked for additional information regarding the grants that the Town of Branford secured for their Clean Energy Committee. Chair Lewchik said that she will get him more information. Manager Nelson invited Chair Lewchik to the Chamber of Commerce's Business Leader Breakfast.

Discussion on Simsbury Code Section 9-5B. Reports

Chair Seavy introduced the section of the Simsbury Code that establishes the reporting requirement for the Commission to the Board of Selectmen and the guidance requirement for the Selectmen to the Commission. She mentioned the 2024 presentation to the Selectmen and the Commission's 2025 submission. Selectman Paine mentioned that the Selectmen have their hands full with the FY27 budget and Charter Revision process. He said that he will follow up with the full Board within a few weeks.

Liaison Updates & Reports

Chamber of Commerce - Director Lagan reported that the Chamber received five (5) new members: Limitless Electric LLC, Cobb School, Northwest Catholic, City Lifestyle Magazine, and Cotton Candy Fabrics. He mentioned Cotton Candy Fabrics' grand opening on March 5th and February 27th as the day of the Business Leaders Breakfast.

Board of Selectmen - Selectman Paine informed the Commission that the Board is working on the FY27 budget and the Budget Workshop is Saturday, February 28th. Selectman Paine updated the Commission with the budget process and timeline. He stated that he is in favor of keeping the Commission in the Charter because it's important for the Town.

Sustainability Committee – The Commission discussed the appointment of a liaison to the Sustainability Committee considering the resignation of former Commissioner Tom Earl. Commissioner Scursso stated that he is a proponent of sustainability. The Commission discussed individual member's capacity to be a dedicated liaison, they are in favor of a rotating representative, and will conduct an internal survey to determine who can attend Sustainability Committee meetings.

Library, Tourism & Historical Society – Business & Career Center Coordinator Cyn Thomas provided the below report electronically:

- Secondhand Shop 70th Anniversary display - March on upper level at the Library
- Researching viability of monthly investment group meeting at the Library led by Tim Baker of Metric Financial
- New display in Business and Career Center of Simsbury home-based businesses - coming in March
- Sustainability Fair Planning with Library staff and Sustainability Committee members

March Business programming:

- Career Series - LinkedIn Profile Workshop
- ABCs of Planning for the Future of Your Loved One with Special Needs
- Network Your Way Into New Opportunities with Kori Burkholder

Meet the Merchant:

- February - Chokaico Craft Chocolate
- March - KINN Collective

Zoning Commission – Liaison Beal was not present. Chair Seavy mentioned that she spoke with Zoning Commission Chair Braz and he will speak to the Zoning Commission regarding the Commission's liaison.

Planning Commission – Planning Commission Chair Leavitt-Smith reported that the Planning Commission met on February 24th and they are looking at the Tariffville implementation plan. A joint regular meeting of Planning and the Plan of Conservation & Development (POCD) Implementation Committee is going to be scheduled to discuss what the priorities are and determine what is the next Town village to look at, whether it be Weatogue, or the North end of town. Commissioner Scursso suggested West Simsbury; Liaison Leavitt-Smith mentioned this is a consideration.

Main Street Partnership (MSP) - Chair Seavy noted that there is no representative present. The Commission discussed the office vacancy group that MSP is organizing. Liaison Leavitt-Smith doesn't understand why there is a separate committee being set up to support MSP and stated that she was not contacted to participate. Chair Seavy stressed that MSP is an external organization from the Town. The Commission discussed the MSP Workplan. Liaison Leavitt-Smith stated that this initiative feels like pitting two groups against each other [EDC and SMSP vacancy group], does not make the process more efficient, and doesn't know if results are going to be better. MSP Executive Director Nielsen submitted her report electronically:

> We are getting volunteers for Office Space Vacancy Committee. Goals are:
>
> 1) Identity potential spaces that can be adaptively reused
> 2) Look at what, if any, programs or incentives would assist in getting desired development
> 3) Look at what, if any, permitting processes could be improved or implemented to incentivize desired development
>
> So far, we have volunteers from BOS, BOF, Zoning, and members at large.
>
> We invite a member from EDC to participate if they are able. Once I get all the participants, I will send out a survey for meeting day/time.

We continue to support new and expanding businesses through events. Ribbon cutting and grand opening for Vitality Orthopedics and Biologics (Cannon building) is March 31st. Ribbon Cutting for Simsbury Yarns (who we worked to relocate in Simsbury to keep them) is slated for April 22nd. There will be a grand opening/Olympic bash for the International Skating Center of Connecticut (ISCC) expansion in April but we are still finalizing the date.

I sit on the 250th Parade Committee. We met last week to begin planning for this event which will take place on July 11, 2026.

Town Manager – Manager Nelson mentioned that he understands that MSP originated the idea for the office vacancy group and has received outreach to put together a cross section of Town elected officials and staff. He is curious regarding the time commitment and he reached out to Executive Director Nielsen to understand her needs from Town staff. Manager Nelson spoke about the time commitment needed for the zoning regulations update. He mentioned the February 18th budget presentation and upcoming budget workshop where public input and participation is encouraged. He said that one of the major themes of the budget this year is not recommending funding MSP $85,000. He stated that a number of budget cuts were made and unfortunately MSP is one of them. He informed the Commission it is now up to the Board of Selectmen to make a policy decision and his budget message addresses this issue.

The Town has essentially outsourced its economic development function to MSP for a quarter century. The current situation is where the Commission and Town staff are working on the economic development front while MSP pursues the Workplan's objectives. He mentioned the performance review critique against himself regarding economic development. He continued, he needs to understand the economic development mission from the Selectmen and needs more top-down leadership regarding this topic. In the FY27 budget, he is recommending, not a new role, but repurposing the Business & Career Center Coordinator to offer greater internal capacity for the Planning Department and the Town Manager to focus on more economic development initiatives and further assist the Commission at no additional cost to the Town. Director Lagan asked if this was a union affiliated position; Manager Nelson said yes, and they are currently in process of negotiating a Memorandum of Understanding with the union.

Manager Nelson stated that not including the current funding of MSP is not a reflection of their operation. The budget, if adopted, comes with lowest mill rate in Simsbury in three-four years, the lowest against neighboring towns over a similar timeframe, and lowest tax increase of 2.15%. Looking at previous budgets, the mill rate continues to trend down, against the backdrop of nearly zero Grand List growth. He encourages the Commission to read his budget message. Chair Seavy stated that she fully supports this and noted the assistance Town staff already gives the Commission through Management Specialist Barrueco and Planning Director McGregor.

Liaison Leavitt-Smith asked if the Business & Career Center Coordinator would work with the Chamber of Commerce and MSP; Manager Nelson said yes. Manager Nelson congratulated the

Charter Revision Commission for their hard work, and agrees with Selectman Paine that the Commission shouldn't be the only body removed from the Charter. He mentioned that the Town is nearly complete with the new website transition. Chair Seavy mentioned that former Commissioner Brook Freeman and her worked on new website at length.

Approve the January 28, 2026 Special Meeting Minutes

Chair Seavy moved to approve the minutes as presented. Commissioner Scursso seconded. The motion passed unanimously.

Discuss Appointing a Liaison to the Sustainability Committee

The Commission discussed a liaison to the Committee. Manager Nelson is going to speak with Public Works Director Tom Roy.

New Website "Businesses" Button Discussion

Chair Seavy moved to table the discussion to their next meeting. Commissioner Scursso seconded. The motion passed unanimously.

Chair Report

Chair Seavy attended last night's POCD implementation committee meeting and is going to meet with Planning Director McGregor and review the economic development section within the POCD to further guide the Commission's focus. She stated that the Planning Department is undergoing a zoning regulations update. She mentioned that the Commission is still interested in reviewing the Town's tax abatement and fee waiver policy and talked about the tabled data collection project. Chair Seavy asked to cancel the regular meeting on September 16th and to create a special meeting on September 30th. Management Specialist Barrueco will follow up with additional communication to the Commission.

Adjourn
Chair Seavy moved to adjourn. Commissioner Schless seconded. The motion passed unanimously and the meeting adjourned at 6:44 P.M.

Respectfully Submitted,

Franklyn Barrueco
Management Specialist

RECEIVED
TOWN OF SIMSBURY, CT
2026 APR -6 P 12:35
TOWN CLERK'S OFFICE

Economic Development Commission

Regular Meeting
March 18, 2026 - 5:30 P.M.
Main Meeting Room, Simsbury Town Hall
933 Hopmeadow Street, Simsbury, Connecticut 06070

MINUTES

Note: These minutes are to summarize the discussion of the Commission on March 18, 2026. Because the agenda for this meeting was not timely filed with the Town Clerk, any motions made at this meeting will be voted on at the next regular meeting of the Commission on April 15, 2026

Members Present: Charmaine Seavy, Chair; Matt Arthur, Vice Chair; Michael Scursso; Gary Schless

Others in Attendance: Marc S. Nelson, Town Manager (Ex-Officio); Mike Paine, Selectman/Board of Selectmen Liaison; Ray Lagan, Granby-Simsbury Chamber of Commerce Executive Director/Chamber of Commerce Liaison; Erin Leavitt-Smith, Planning Commission Chair/ Liaison; Dagny Griswold, Zoning Commission Liaison; Cyn Thomas, Business & Career Center Coordinator/Tourism, Library, and Historical Society Liaison; Franklyn Barrueco, Management Specialist;

Chair Seavy called the meeting to order at 5:36 P.M. and the Commission sang the Pledge of Allegiance.

Cambridge Econometrics Economic Impact Analysis of the New Haven & Northampton Canal Greenway (NHNCG) Presentation by Steven Mitchell

Chair Seavy introduced Steven Mitchell, Vice President of Mitchell Auto Group, Bike Walk Connecticut President, and former Chair of the Town's Tourism Committee. Mr. Mitchell informed the Commission that the "bicycle friendly community" designation program started in 2005. Currently, Simsbury has a "Silver-level" designation and was the first established bicycle friendly community in Connecticut and Southern New England. He recalled his experience riding his bike across the country in 1977 and his time being on the Board of Directors of the East Coast Greenway (ECG; a 501(c)(3) nonprofit organization that guides the multi trail system from Canada to Key West, FL) in 2009.

Mr. Mitchell summarized the report with the key question if this trail moves the economic needle. The answer is yes and not quietly. Visits to the trail translate directly into spending – people buy food at local shops and stay overnight. Mr. Mitchell explained that Simsbury stands to be the biggest benefactor from this study. He said that 40-60 miles is the perfect one-way distance to go on a bike. Someone could get off the train at New Haven Union Station and then bike ride to Simsbury where there is the Simsbury Inn, 1820 House, multiple shops, and beautiful restaurants.

Steven Mitchell said that a key insight was that overnight visitors spend significantly more. When expanded and connected to additional corridors, like the proposed Merritt Parkway trail, the economic development numbers jump dramatically. A continuous trail produces multiple times more economic activity than a fragmented one. He noted that Connecticut is one of the best states in the country for accurate data on trails thanks to the Connecticut Trail Census, powered by UConn.

Mr. Mitchell noted that Cambridge Econometrics is one of the most well-regarded economic impact analysis companies. He mentioned that eco-tourism is going to be a booming industry, referenced the Executive Summary of the report, and provided more details on his cross-country bike trip. Chair Seavy asked about next steps. Mr. Mitchell stated that there are two (2) hurdles relating to the two-phase project to connect Simsbury to Tariffville, due to the cost, and the bridge over the Farmington River. The bridge will be pre-built and craned into place. He also mentioned the Griffin line, from where the trail ends in Tariffville to Bloomfield, which is under the purview of the Capitol Region Council of Governments (CRCOG) and CT Department of Transportation (CTDOT).

Liaison Griswold asking about the formula for funding these initiatives. Mr. Mitchell informed the Commission that the entire ECG trail is built with 80% federal funding and 20% local which can be a combination of state and municipal funding. He continued; the ECG is made up of 463 municipalities and the biggest obstacle in Connecticut is how to get it through Fairfield county. Manager Nelson asked about the possibility for Simsbury to achieve a "Gold-level" designation. Mr. Mitchell said it probably won't happen until the trail is completed to Hartford since it's based on commuter usage.

Manager Nelson asked what Simsbury can further do to unlock the economic activity from the trail. Mr. Mitchell said that Simsbury has to get into the next state tourism maps and make sure there is proper signage along the trail. Manager Nelson stressed the importance of deploying technology, such as an app, to establish connectivity amongst regional partners. Mr. Mitchell mentioned that Simsbury has a host of connector trails and an investment in that kind of app technology would be worthwhile. Vice Chair Arthur asked what are the apps that bikers are on - Strava, AllTrails, etc. - and if the biking community is being marketed to. Mr. Mitchell mentioned that the Rails to Trails Conservancy is a good resource and spoke about the CT Department of Energy & Environmental Protection (DEEP) "Commissioner's Ride" and how that has morphed into the annual "Ride the State" the weekend after Father's Day.

Liaison Updates & Reports

Chamber of Commerce - Director Lagan reported on another successful Business Leaders Breakfast and open house for Cotton Candy Fabrics. He noted there has been an increased presence at open houses and ribbon cutting ceremonies. He mentioned that he is assisting Simsbury Community Media with their marketing and outreach plan and the Simsbury Land Trust with their 50th anniversary marketing. The Chamber of Commerce Annual Meeting is April 30th. Golf tournament is in May and Taste of the Valley is on June 2nd at Holcomb Farm. The Spooktacular event is on October 24th.

Board of Selectmen - Selectman Paine informed the Commission that the Selectmen completed the first step of the budget. The FY27 budget public hearing is on April 7th at 6 PM in the Simsbury Public Library. He reported that the Draft Report of the Charter Revision Commission has been sent back with recommendations for changes, including the recommendation to leave the Economic Development Commission in the charter.

The Commission further discussed the Charter Revision Commission Draft Report and Board of Selectmen recommendations for changes. Selectman Paine noted the major themes of the Draft Report: Economic Development Commission, the responsibilities of the First Selectman and Town Manager, and the Selectmen terms of office. Chair Seavy asked for a status update on the Selectmen providing direction and goals for the Commission. Selectman Paine said after the FY27 budget adoption, and the Charter Revision Commission Final Report is completed, then he will bring this up to the Selectmen.

Chair Seavy asked for a status update for appointing two (2) new regular members to the Commission. Selectman Paine mentioned that he will bring this up at the next meeting and Manager Nelson informed the Commission that Specialist Barrueco has reached out to applicants who demonstrated interest in joining the Commission in the past. The next step is to have the Personnel Subcommittee interview the eligible applicants.

Sustainability Committee - Chair Seavy mentioned their recent presentation to the Commission and noted that their meetings are the first Thursday of every month. Manager Nelson said he could attend their April 9th meeting.

Library, Tourism & Historical Society - Coordinator Thomas reported that she was finishing the revisions on the Library's website redesign scheduled to launch in June and the home-based business display will come online at the end of March. A new monthly investment group is scheduled to start also at the end of this month. Coordinator Thomas informed the Commission that she puts out a survey in her business newsletter and received twenty (20) responses demonstrating interest in the investment group.

In April, there will be a career series going over interviews, government benefits for special needs, Canva for business, job search strategies for college students, 'Meet the Maker' with 'Gather on

Hopmeadow', and 'Meet the Merchant' with the Sustainability Fair businesses. Liaison Leavitt-Smith mentioned the survey for the Library Strategic Plan.

Zoning Commission - Chair Seavy introduced Dagny Griswold as the new Zoning Commission Liaison and thanked former Liaison Beal for her past attendance. The Commissioners introduced themselves. Chair Seavy mentioned the Zoning Workshop on Monday, March 30th at 6 PM in the Simsbury Public Library. Liaison Griswold mentioned some Historical Society events scheduled as part of the 250th Celebration.

Liaison Griswold informed the Commission of the status of the zoning application for the site of The Hartford's former campus, explained some history with the parcel, and described the C.G.S. Sec. 8-30g affordable housing application process. She spoke about suburban office parks, the economic need for different types of development, apartments, and the current zoning regulations update. Liaison Leavitt-Smith mentioned the challenges with mixed-use development.

Planning Commission - Liaison Leavitt-Smith had no report.

Main Street Partnership (MSP) - Executive Director Nielsen submitted the report electronically:

> We are in the process of setting our first Office Space Vacancy Committee meeting date, thanks to everyone who has agreed to participate. Also, thanks to the Town Manager and his office for their support as we move forward on this important project.
>
> We have been named a nationally accredited main street program again this year. This is the highest recognition - accredited programs have a proven track record and meet baseline requirements and demonstrate success in each of the six standards categories. They must also be approved by the state organization, the Connecticut Main Street Center.
>
> We are still finalizing a date for the grand opening/Olympic Bash at the ISCC, as soon as we have that I will inform the group.

Chair Seavy gave a background on the MSP Office Space Vacancy Committee. Liaison Leavitt-Smith elaborated. Commissioner Schless mentioned that a Commissioner should be on the Committee and demonstrated his interest in joining. He will reach out to Director Nielsen.

Manager Nelson noted that Director Nielsen cannot attend Wednesday evening meetings. After a brief discussion, all Commissioners present agreed to revise the Commission's meeting schedule to accommodate Director Nielsen's schedule. Chair Seavy polled the other Commissioners present, who all agreed, to revise the Commission's meeting schedule to Thursdays, or any another weekday, so that Director Nielsen would be able to attend and work with the Commission and Town Manager. Selectman Paine said he had conflicts with a Thursday meeting during certain weeks but offered to work it out to accommodate Director Nielsen's schedule. The Commission

asked Manager Nelson to engage with Director Nielsen further regarding establishing a new meeting schedule.

Town Manager - Manager Nelson spoke about his FY27 recommended budget, Selectman Paine as the Commission's liaison to the Selectmen, and increased collaboration with MSP. Manager Nelson spoke about potential outcomes from the MSP Office Space Vacancy Committee. After speaking with multiple Economic Development Directors, he concludes that the Town needs to have incentives in this space.

Manager Nelson spoke about the plan to have the Business & Career Center Coordinator position serve as a shared resource between the Library and Town Manager's Office to focus on economic development initiatives, including revising the Town's tax abatement policy and more actively engaging with businesses. Director Lagan asked if MSP was refunded, by the Selectmen, to $85,000 and Manager Nelson confirmed they were. He stressed this was a policy decision by the Selectmen.

Manager Nelson mentioned the suggestion he had for the Charter Revision Commission: include a requirement that key decision makers and primary legislators are apart of negotiations for very serious matters, such as a Sec. 8-30g application. He mentioned the possibility of creating a Memorandum of Understanding between the Board of Selectmen and Zoning Commission where the Commission could waive attorney-client privilege and include the First Selectman and Town Manager in litigation discussions.

Selectman Paine mentioned two (2) prior tax abatements approved by the Selectmen - Ensign Bickford and where Metro Bis is. Vice Chair Arthur mentioned that tax abatements could influence what kind of development is made in Town. He continued; abatements should be framed as a tool to achieve the best possible outcome [in terms of development] for the Town. The Commission further discussed affordable housing and the FY27 budget. Manager Nelson discussed the upcoming revaluation in 2027 and the challenges to meet Board of Finance bonding guidance (can only bond $5M a year) in order to mitigate debt service costs while balancing the increased costs of deferring capital purchases and associated maintenance. Chair Seavy reiterated that tax abatements are just another tool in the Town's economic development toolbox and polled the other three Commissioners present, who all agreed that the Economic Development Commission believes that tax abatements could help with certain businesses, and Simsbury should have a strengthened abatement policy.

New Website "Businesses" Button Discussion

Commissioner Scursso mentioned the importance of having something on the website, for business owners and developers, related to a step-by-step guide or call list to pursue certain actions. Manager Nelson informed the Commission of prior Town Manager work in this space.

Plan of Conservation & Development (POCD) Economic Development Discussion

Chair Seavy mentioned that she met with Planning Director McGregor and wanted to discuss the Commission's action items in the POCD and how to further engage with businesses. Chair Seavy would like to use this section as a guide for further Commission work.

Municipal Economic Development Comparative Analysis: *Town of Branford*

Chair Seavy introduced the Town of Branford's approach to economic development and encouraged Commissioners to review their website.

Approve the February 25, 2026 Special Meeting Minutes

Vice Chair Arthur moved to approve the minutes as presented. Commissioner Scursso seconded. The motion passed unanimously.

Chair Report

Chair Seavy recapped her outreach to former Commissioner O'Keefe and informed the Commission of a letter that was received from a member of the Burlington, CT Economic Development Commission. The Commission demonstrated an interest in inviting the member to a meeting.

Adjourn

Chair Seavy moved to adjourn. Commissioner Schless seconded. The motion passed unanimously and the meeting adjourned at 7:52 P.M.

Respectfully Submitted,

Franklyn Barrueco
Management Specialist

RECEIVED
TOWN OF SIMSBURY, CT
2026 MAY 22 P 12:56
TOWN CLERK'S OFFICE

Economic Development Commission

Regular Meeting
May 20, 2026 - 5:30 P.M.
Main Meeting Room, Simsbury Town Hall
933 Hopmeadow Street, Simsbury, Connecticut 06070

MINUTES

Members Present: Charmaine Seavy, Chair; Michael Scursso; Leland Holcomb

Others in Attendance: Ray Lagan, Granby-Simsbury Chamber of Commerce Executive Director/Chamber of Commerce Liaison; Cyn Thomas, Business & Career Center Coordinator/Tourism & Library Liaison; Franklyn Barrueco, Management Specialist;

Chair Seavy called the meeting to order at 5:32 P.M. and the Commission sang the Pledge of Allegiance.

Discussion with the Burlington, CT Economic Development Commission

Chair Seavy introduced the Simsbury EDC members and liaisons to J.P. Parente, Burlington EDC Chair and Member Jon Levine. Mr. Parente informed the Commission that he has all new members and their EDC never had much purpose in the past. He is working on making their EDC more impactful. Chair Seavy asked about accomplishments.

They provided an economic analysis study of their town, leakage study regarding what businesses are leaving, and reached out to small chains looking to grow in Burlington. They discussed the appointment process for their commission and Chair Seavy asked about number of members; which is the same as Simsbury, totaling seven. There are no liaisons in the official sense but they have representatives from the Lions Club and other groups within town. Chair Seavy spoke about Simsbury EDC liaisons and the Commission's procedure.

Chair Seavy briefly spoke about the interactions between the EDC, Chamber of Commerce, and Simsbury Main Street Partnership. Burlington EDC is under the Director of Operations. Mr. Parente went over their EDC agenda and procedure. Commissioner Holcomb asked about Burlington EDC's business sign regulations project. The Burlington EDC is working on submitting proposed zoning regulation revisions; they reviewed their zoning regulations, focused on anything business related, and is in the process of offering revisions.

Coordinator Thomas asked how they manage their projects. Mr. Parente said that this was a relatively recent agenda item and explained how they work on them. Specialist Barrueco asked about the authority and membership slots. They are established by Charter. Mr. Parente reported that there used to be a requirement for Commissioners to be in certain occupations. Due to the difficulty in recruitment, they amended their membership requirements down to specific skill sets. It still proved difficult to recruit volunteers so they further amended their membership to be open and not require any specific skills. Mr. Parente said it was difficult to find members to volunteers with specific skills or occupations. Specialist Barrueco asked about their membership recruitment process. In Burlington, the EDC can meet, interview, and endorse an individual. Mr. Parented opined that virtual meetings are restrictive and not as engaging.

The Burlington EDC gets information out to the public (marketing) from the First Selectman and Director of Operations. They also seek replacements for businesses that are leaving. They generate a proposal to the Selectmen and Director of Operations. Chair Seavy explained the process of the Board of Selectmen providing the EDC guidance. Mr. Parente said that the Burlington First Selectman is the Chief Financial Officer, Chief Executive Officer, and head of the local police. The Director of Operations is a recently established role in charge of buildings, police, and fire.

Liaison Updates & Reports

Chamber of Commerce - Director Lagan reported that they had a successful Annual Meeting and have additional board members. Good turnout at their Golf Classic. Next event is Granby's June 2nd Taste of the Valley with about twenty (20) vendors inside and outside the venue. Spooktacular is in October. He also mentioned the May 28th Government Affairs meeting.

Board of Selectmen - Selectman Paine informed Chair Seavy that he is aware of the fact that the Selectmen have not yet issued their guidance to the EDC and is championing that initiative.

Sustainability Committee - Specialist Barrueco and Chair Seavy mentioned that Specialist Barrueco will be their staff support. They met on May 7th and discussed feedback from the 3rd Annual Sustainability Fair, Electric Vehicle seminar, and spoke about their modern recycling facility tour, solar panel project for Simsbury Public Schools, and New England Smart Energy letter. Commissioner Scursso asked about a Town of Simsbury program to incentivize businesses to engage in certain sustainable or economic development themed actions.

Library & Tourism - The Commission discussed removing the Historical Society slot from Coordinator Thomas' report. She reported that the Simsbury Public Library hosted the Sustainability Fair with more than 1,200 people, mentioned her career series, business programming, graphic design workshops, monthly investment group, and Meet the Merchant for April featuring all business at the Sustainability Fair and for May; Sycamore Vintage Home Goods. She is also working on the Library's website redesign.

Zoning Commission - Liaison Griswold provided the following report electronically:

1) Concept plan to convert vacant retail space into apartments near the movie theater.
2) Plan for new hotel off Dorset Crossing, linked to activity at the nearby skating center.
3) Site plan submitted for new car wash at corner of 10 Dorset Crossing and Route 10/202.
4) A new owner has taken over the Cambridge Crossing development off Hoskins Road, bordering Ely Place and the skating center. The original plan was approved as Workforce Housing for 79 units, with 16 units (20%) to be affordable ownership (not rental) units. The project was about half built, got into financial trouble, and will now move forward, to be renamed Copper Hill Estates.
5) Greg Girard's site plan was approved to create 7 lots off Wolcott Road (near Simsbury Airport) for small offices and contractor storage yards. This fills a need for small businesses in town.
6) A site plan was submitted for a new Chase Bank building at 730 Hopmeadow St. (cleared after fire) with access off Jim Gallagher Way.
7) A site plan was submitted for a new mixed use building off the parking lot of the Table 570 Asian restaurant.
8) McLean's latest site plan for 40 units (20 duplexes) on their continuing care campus of 110 acres has been through Inland Wetlands review and had a public hearing May 18th with Zoning to be continued.
9) The Silverman Group's 830-g application for 689 units on their 124-acre site (the Hartford South) by the Farmington River with about 50 acres as buildable, has been through wetlands review and public hearings. It has not yet come before the Zoning Commission.

Planning Commission – Chair Seavy reported that Liaison Leavitt-Smith and the Commission is working with the Zoning Commission on various initiatives.

Main Street Partnership (MSP) – No report. Chair Seavy reported that the Town Manager informed her that MSP will attend special meetings of the EDC. Chair Seavy asked about solidifying these meeting dates. Commissioner Schless' submitted the following Office Space Vacancy Committee report electronically:

We laid out the goals for the Committee which are:

1) Identify potential office spaces that can be adaptively reused or developed for the highest and best value - and discuss types of desired development
2) Look at programs or incentives that assist in getting desired development or expansion of existing office uses
3) Look at any permitting processes that could be improved or implemented to incentivize desired development/shovel-ready sites (this includes infrastructure)

We selected the top buildings that meet this criteria: 125 and 175 Powder Forest Drive, 82 and 86 Hopmeadow Street and 10 Mill Pond Lane.

We determined that the desired development would be units that are for sale, as opposed for rent. The supply in the town is very low right now and this has been an issue for attracting people to move to Simsbury.

Our next step is going to tour these buildings, as most people on the Committee have not been in them.

Our next meeting is June 4th.

Town Manager – Specialist Barrueco reported that Coordinator Thomas will be working part time in the Town Manager's Office as the Economic Development Coordinator and will be the staff support for the EDC. The Board of Selectmen rejected the revision by the Charter Revision Commission eliminating the EDC from the Charter.

Chair Report

Chair Seavy spoke about the upcoming U.S. Youth Soccer Presidents Cup & CT Soccer Cup Finals events that are going to be held at Curtiss Park in Town. She mentioned there is a Simsbury Soccer Club outreach meeting scheduled for this Thursday. Commissioner Scursso and the Commission discussed the license agreement with Simsbury Little League Baseball regarding memorial park pavilion. Specialist Barrueco briefly spoke about the Commission's membership policy resolution. He also reported that the Personnel Subcommittee reviewed two applicants and the Town issued an additional call for volunteers to fill the two vacancies on the Commission .

New Website "Businesses" Button Discussion

Specialist Barrueco gave a background on the website button. Coordinator Thomas described that the "Doing Business in Simsbury Guide" was created by her predecessor and it's ownership has been claimed by multiple other parties; currently it's under the purview of MSP. She wants to revamp this, make it easier to understand, include more graphics and modernize it. Simsbury Main Street Partnership has this currently on their www.findyourspaceinsimsbury.com commercial office space website. Director Lagan gave an example of a business calling him and asking how to make a dog grooming business.

Municipal Economic Development Comparative Analysis: *Town of Branford*

The Commission reviewed the Town of Branford's EDC website and discussed potential action items and economic development/business resources.

Approve the February 25, 2026 Special Meeting Minutes & March 18, 2026 Minutes

No action due to lack of quorum.

Adjourn
Chair Seavy moved to adjourn. Commissioner Schless seconded. The motion passed unanimously and the meeting adjourned at 7:15 P.M.

Respectfully Submitted,

Franklyn Barrueco
Management Specialist