

**Minutes**  
**Redevelopment Agency**  
**Wednesday, November 8, 2006**  
**5:30 pm - Town Hall**  
**Town Manager's Conference Room**

1. The meeting was called to order at 5:33 pm by Town Manager Bonnie Therrien.
2. **Roll Call/Attendance** - Members in Attendance - Paul Thompson,, Lee Kuckro, Joe Soja, Dan Camillieri and Mike Zaleski.

Also in attendance - Ralph Keleher - EDIC Liason, Andy Adil - Council Liason, Bonnie Therrien - Town Manager and Peter Gillespie - Town Planner/Economic Development Manager.

3. **Public Comments** - There was noone present from the public to speak. Lee Kuckro suggested that the Agency should adopt a policy regarding public comment procedures.
4. **Acceptance of [Minutes - October 25, 2006](#)** - Dan Camillieri motioned to approve the minutes, Lee Kuckro seconded the motion and all members voted in favor.
5. **Presentation from the Town of Windsor** - Mr. Peter Souza, Town Manager and Mr. James Burke,, Economic Development Director were present to speak about the Windsor Redevelopment Agency. Mr. Souza and Mr. Burke explained that about 4 years ago Town Staff were directed to investigate a list of potential redevelopment sites that the Town could pursue for further development. The Town also created a (TIF) Tax Increment Financing policy. The Town decided to pursue the redevelopment of an 80,000 square foot factory located on the AMTRAK rail line which was privately owned and had been vacant since 2000. The Town originally thought that TIF could be used to assist with the development costs and found out it would be much harder to use this option than they originally thought. The Town's bond counsel suggested using a redevelopment agency to partner with a developer to make the project happen and they created the agency in 2004. The agency set up a time schedule with the procedural steps necessary to make the project happen which include the creation of a redevelopment plan, public hearings, approvals, public notice, required findings etc... This all occurred between April and August of 2005,. The project consisted of about 50 market rate condominiums with a value of approximately \$8 million dollars. The agency agreed to assist the project with the acquisition of some property from AMTRAK for access to the site and an \$800,00 grant to remediate the environmental cleanup on the site. The grant is being paid out over 4 \$200,000 payments as the project is developed to insure that the project is completed. The Town paid for the grant with a GO Bond. The Town tried to work with the CDA Brownfield program and was unsuccessful. The Town also assisted with an RFQ process to solicit interested developers. The Town provided a loan to the property owner for the carrying costs of the property in order to acquire the right to market the site to developers. Originally the project was considered as an office building. At the present time 6 units are occupied and several more have been sold and the residents are waiting to move in.
6. **Presentation from the City of New London** - Mr. Bruce Hyde, Director Office of Development and Planning was present to speak about New London's experience with a condominium project for 126 units property in their Downtown on Bank Street and the waterfront. Mr. Hyde stated that a 2 year timeframe to get a project completed is a very quick timeframe and Windsor should be applauded for making it happen so fast. One of the key decisions made was the selection of the developer to partner with and the development agreement that you enter into needs to be detailed and specific about responsibilities and timeframes. Additionally, the project needs to be realistically based upon market conditions. The City did an RFP for developers and the response to the RFP indicated a market for condominiums at the site. The first developer drawings were submitted in 2002 and the first phase of the project consisting of 35 units has now been built, Phase 2 is underway. Mr. Hyde suggested that the Town should not speculate and should have the end user in place at the beginning. The City did own the property and sold the site to the developer for \$1, the City also had the site cleaned up of environmental contamination at a cost of \$400,000 paid for through EPA grants.

The Town also gave a tax incentive during the construction phase. Mr. Hyde suggested that a good attorney is key.

Peter Gillespie left the meeting at 6:55 pm

7. **Presentation by Robert Hirtle** - Chair, Ethics Commission Attorney Hirtle and George Steinmetz of the Ethics Commission reviewed the Code of Ethics with the Commission. He reviewed Conflict of Interest, Gift Guidelines and Advisory Opinions in detail. Lee Kukro asked how long it would take for the Ethics Commission to give an advisory opinion if necessary. Attorney Hirtle said the Commission could convene within a one week period.
8. **Additional Information Requests and Topics for Next Meeting**
9. **Next Meeting Date** - The next several meetings of the agency will be held on Tuesday November 21 at 3 p.m., Wednesday December 6 at 5 p.m. and Wednesday December 20 at 5 pm. Mr. Gillespie will have a van available for the Nov 21 meeting so the members can look at possible development sites.
10. **Adjournment** - A motion was made by Lee Kurkro; seconded by Dan Camillieri to adjourn the meeting at 7:16 pm. The vote was unanimous.

Respectfully Submitted

Peter D. Gillespie  
Town Planner/Economic Development Manager