

Harwinton Economic Development Commission
February 6, 2013 Meeting Minutes

1. Meeting Called to Order at 6:42 p.m. Commissioners present: Chair Kerrie Ouellette, Vice Chair Tom Schoenenmann, Secretary John DiCarlo, Steve Criss and Jon Sederquist.

2. On a motion made by Ms. Ouellette and seconded by Mr. Schoenenmann, the commission unanimously voted to approve adoption of the agenda

3. On a motion made by Ms. Ouellette and seconded by Mr. Schoenenmann, the commission unanimously voted to approve Minutes of the commission's 12/05/12 Special Meeting

4. Commissioners discussed goals for 2013. Commissioners agreed that they will:

A) Present a proposal to the Board of Selectmen by early summer regarding the town providing incubator space for home-based businesses in a town building.

The incubator space proposal may include meeting space, access to business resources such as wi-fi and office equipment. Commissioners agreed to research during the next several months elements of the plan.

Mr. DiCarlo volunteered to research what other municipalities offer local businesses in this regard.

Ms. Ouellette volunteered to research how such incubator space would be administered in Town Hall or another municipal building, including insurance liability issues, day to day operations and expenses to the town.

Mr. Schoenenmann volunteered to help craft outreach to local home-based businesses to determine what they would like in an incubator space and interest in using one.

B) Evaluate the concept of organizing a Business Fair to showcase Harwinton-based businesses. Commissioners agreed combining such a fair with another local event could maximize its effectiveness. Commissioners agreed to look into whether showcasing local businesses in a display at the Harwinton Fair would be effective.

5. Commissioners discussed the Business Directory and agreed to personally reach out to prominent local businesses who did not submit the form included in their 2012 tax bills to be part of the list and inquire if they would like to now be included.

6. Other business – Commissioners agreed to seek input via email from businesses who provided emails as part of their submissions for the Business Directory. Businesses will be asked if they

would like to participate in a public meeting/forum with the EDC to discuss how the town could help their business or if they would prefer to participate in an online survey.

7. There were no members of the public present for public participation

8. On a motion made by Mr. DiCarlo and seconded by Ms. Ouelette, the commission unanimously voted to adjourn at 7:42.

Respectfully submitted by John DiCarlo, secretary.

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ON 2/12/2013 AT 1:25 PM
ATTEST NANCY E. ELDRIDGE TOWN CLERK