

Town of Barkhamsted
Economic Development Commission
Meeting Minutes
July 21, 2016

Meeting called to order at 7:32 PM

Attending members: Ross Herzog, Ginny Apple, Kevin Noblet (by phone), Tim Sullivan, Mark Mahoney, Bob Pulford and Bill Bowles. Also present was Don Stein, First Selectman.

Review of minutes: On a motion made by Tim Sullivan, seconded by Ginny Apple, and passed unanimously, the minutes of April 21, 2016 were approved. Mark Mahoney and Bob Pulford abstained.

Discussion: The Commission discussed the business visitation plan and modified the list which had been previously considered. Members also volunteered to visit the businesses on the list and Kevin Noblet will revise his previous list of questions for use during those visits. The current list of businesses, the preliminary questionnaire, the Town's tax abatement program and the list of resources that might be useful to local businesses are attached to the minutes. Other items discussed were:

- Don Stein met with Rick Swenson of Hitchcock Chair and Congressman John Larson, who stated that he would attempt to help Hitchcock become a "buy-American" vendor in the Congress, both at the gift shop and for the purpose of providing members with mementoes of their service. State Senator Kevin Witkos and Representative Bill Simanski will also visit Hitchcock to see if they can help the business obtain needed resources.
- Mark Mahoney stated that the owner of Aerie Mountain felt that the Town was not doing enough to help her business. The EDC will reach out to the Women's Club and other organizations to see if they will consider shifting some of their business to Aerie Mountain.
- Ginny Apple has been discussing fishing business with Aaron Bishop of Uncle Aaron's Tackle Shop. He has posted a larger sign to attract fishermen and felt that Facebook has been useful to him.
- Action:
 - The EDC will develop a brochure listing business in Town in an effort to encourage residents to "buy local". This will include an update on the Town website business listing, using info from the Assessor and a press release to let people know what services are available. The Town Facebook page will start to highlight a "business of the month".

Ginny Apple has not yet been able to get an artist to work on the brochure/walking map and Don Stein still has the action to set up the community calendar.

Don Stein informed the Commission that the grant application to survey the wildlife on the Greenwoods Path was unsuccessful, so that initiative is on hold until the Town can find the resources to conduct the survey and feasibility analysis.

The PZC is putting together a working draft of the Plan of Conservation and Development and will then solicit comments from the EDC regarding this plan.

Bill Bowles suggested that the Town set up a kiosk like the Little Free Library for brochures describing the Town and its recreational opportunities.

Don Stein informed the Commission that there were maps and descriptions of all the hiking trails available in Town on the Town website, thanks to a volunteer who created all of this information, and Ginny Apple described the FALPS All-Trails All-Seasons hiking challenge, which is attracting visitors from other towns besides Barkhamsted.

The meeting was adjourned at 8:40 PM, on a motion by Tim Sullivan and seconded by Mark Mahoney.

Respectfully submitted,

Don Stein
First Selectman

TAXPAYER	DBA	IN_CARE_OF	PROP_LOC_ST_NO	PROP_LOC_ST_NAME	EDC VOLUNTEER(S)
CENTURY WOODWORKING LLC		MALCOLM GETZ	40	RIVER RD	Tim/Don
DURALITE INC		PAULA JESSEN	15	SCHOOL ST	Bob P./Don
EDWARD E JONES & SONS INC		JOHN JONES	57	RIVER RD	Don/Tim
FARBIL LLC	SEARS HOMETOWN STORE	THOMAS HUBBARD	380	NEW HARTFORD RD	Mark
GOULET PRINTERY		CY GOULET	115	NEW HARTFORD RD	Ginny
GREENWOOD PETER	GREENWOOD GLASS		3	ROBERTSVILLE RD	Ginny
HITCHCOCK CHAIR CO LTD LLC	STILL RIVER ANTIQUES	RICK SWENSON	13	RIVERTON RD	Don
J BAZZANO COMPANY LLC	PLEASANT VALLEY FENCE	JOE BAZZANO	77	RIVER RD	Don
LIGHTSTAT INC		SALLY ROY	22	W WEST HILL	Kevin/Bob P.
LOMBARD FORD INC		ROB LOMBARD	385	NEW HARTFORD RD	Mark/Ross
RIVERTON GENERAL STORE LLC		LESLIE DIMARTINO	2	MAIN ST	Ginny
SORAGHAN CONSTRUCTION LLC	SORAGHAN WOODWORKING	PAUL SORAGHAN	4	OLD NORTH RD	Tim/Don
STERLING ENGINEERING CORPORATION		CHRIS LAVIERI	236	NEW HARTFORD RD	Don
STEWARTS AUTO PARTS INC		GARY STEWART	109	NEW HARTFORD RD	Tim/Bill
TRACTOR SUPPLY COMPANY	TRACTOR SUPPLY CO #754	MARVIN F POER AND COMPANY	380	NEW HARTFORD RD	??
TRU HITCH INC		MARTY MARTIN	16	W WEST HILL	Kevin/Bob P.
WHITE PINES LLC	WHITE PINES CAMPSITES	RICHARD FINKEL	232	OLD NORTH RD	Ross/mark
WINSTED FEED & SUPPLY LLC		RICHARD AND MARIAN MILES	240	NEW HARTFORD RD	Ross/Bob P.
WINSTED HOSPITAL FOR ANIMALS			319	NEW HARTFORD RD	Ross/Bob P.
AERIE MOUNTAIN		ROXANNE LOVELL	100	NEW HARTFORD ROAD	Mark
BOULDER RIDGE CAMP		KEVIN EBNER	104	GOOSE GREEN ROAD	Don/Bill

PRELIMINARY – TO BE UPDATED BY KEVIN NOBLET

The Barkhamsted Economic Development Commission is interested in getting to better know our many locally owned businesses. We also want to explore new ways we can help you succeed and grow, because your success is critical to our town's sense of place and quality of life.

We've developed a questionnaire to help in this process, and we'd appreciate your taking the time to respond. It will help us better understand your needs and the ways we might help serve you.

1. Why did you choose to locate your business in town of Barkhamsted?
2. Is the town or state government now doing anything to help you maintain or grow your business? If so, what?
3. Is there anything specific the town could do to better support you? If so, what is it?
4. Do you believe the town's government could play a role in connecting you with other local businesses and/or customers? If so, how should it do this?
5. Are you interested in having an experienced local business owner be a mentor to you? Alternately, would you be interested in being a mentor to less experienced owners?
5. Are you interested in sharing services, such as bookkeeping, with other locally owned businesses?
6. Are you familiar with Barkhamsted's property tax abatement program for business expansion? Do you have any short- or long-term plans to apply for it?
7. Are town regulations, including zoning, creating any opportunities or obstacles to your business? If so, can you provide specific examples?
8. Is there an area of importance to you that we have failed to mention in this questionnaire? If so, what is it?
9. Would you be interested in a business-business event?

Thanks very much for your time. We're always interested in your thoughts and feedback. The Economic Development Commission meets on the third Thursday of each month at 7 p.m. in Town Hall, and business owners are always welcome to attend and share their thoughts.

Economic Development Commission

Introduction to the Barkhamsted Tax Incentive Program:

Thank you for your interest in considering the Town of Barkhamsted as a location for your business operation.

In an effort to foster commercial development within Barkhamsted, the Town has initiated a program for awarding real property tax incentives to owners of new and expanding commercial and manufacturing enterprises in Barkhamsted. We encourage you to contact us during the preliminary stages of your business planning as we want to be proactive in making the Town of Barkhamsted your location of choice.

For those interested in applying for tax incentives, the following pages provide an explanation of the program and the necessary application forms. We welcome the opportunity to answer any questions you may have and provide guidance in completing the application. Please contact the First Selectman's office at (860) 379-8285 for more information.

The Economic Development Commission thanks you for your interest in Barkhamsted, and we look forward to helping your business grow!

Sincerely yours,
Brad Martin
Chairman, Barkhamsted Economic Development Commission

Tax Incentive Program

A. Purpose and Philosophy of the Tax Incentive

To attract the right types of new business and to promote growth of existing businesses, particularly in the Route 44 corridor, the Economic Development Commission ("Commission") recommended that the Board of Selectmen seek town approval of tax abatements in accordance with Connecticut General Statutes 12-65b and 12-65h (as amended), and 12-81t.

More specifically, the Commission recommended that Board of Selectmen negotiate specific incentive agreements on a case-by-case basis up to the maximum levels allowed by these statutes.

Relative to 12-65b and 12-65h, these levels are up to 100% of the assessment for up to seven years if the improvements are \$3 million or more, up to 100% of the assessment for up to two years if they are \$500,000 or more, and up to 50% of the assessment for up to three years if they are \$25,000 or more.

Per 12-81t, the Board of Selectmen will have the authority to negotiate exemption agreements based on the criteria below.

Approval by Town Meeting, as the local legislative authority, is required of any incentive or exemption agreement.

The approved policy specifies that:

1. Abatements will apply only to improvements to real property and newly purchased machinery and equipment, or information technology personal property, and not to existing assessments of real and personal property, and
2. In establishing an appropriate abatement for a particular business, the town will take into account the factors described in paragraph D below.

B. Qualifying Applicants

Applications for a tax abatement will be accepted from any individual, group or entity that pays or will pay real estate taxes in the Town, provided: (i) the applicant is not delinquent in the payment of any taxes or service charges to the Town; (ii) the applicant plans to invest at least \$25,000 for either the construction of a new facility or the expansion of a current operation; and (iii) the applicant evidences a solid financial base and potential for growth.

C. The Application and Approval Process

Qualified applicants for tax incentives are required to present their application to the Economic Development Commission. The members of the Commission will review each application and make a determination as to whether incentives are appropriate, based on criteria established by the Commission and described above. If they determine that incentives are appropriate, Commission members will further determine the appropriate amount and duration for the incentive, consistent with the state statutory limits.

From this review by the Economic Development Commission, the application and recommended incentive package is sent to the Board of Selectmen. This package will consist of the application and the proposed legal agreement between the Town and the applicant. The Selectmen will consider the recommendation and may adjust the package, as they deem appropriate. After the Selectmen's review, the package is brought before the legislative body of the Town, (the Town Meeting), for approval. The Town Meeting is the sole decision-maker regarding the approval of the incentive package. The members of the Economic Development Commission and the Board of Selectmen simply develop recommendations for the package. Only those in attendance at the Town Meeting can actually award the incentives to the applicant.

D. Criteria for Incentive Recommendations

The Economic Development Commission will recommend tax incentives as allowed by state statute after considering the following criteria:

- the desirability of a business in terms of the number and types of jobs to be created;
- the expected long-term impact of the business on the property and surrounding properties;
- how the business fits into the town's vision for careful growth;
- plans for use of local contractors;
- the business' record as a good member of the community in Barkhamsted or elsewhere,
- the likelihood that the business will draw shoppers, tourists, or others likely to patronize other local businesses.

These are not exclusive criteria, and the members of the Commission may consider other issues when appropriate to do so. Each application presents a unique set of circumstances, and should those circumstances require the consideration of additional factors, the applicant should make the Commission so aware.

It is also understood that the Town can provide tax incentives only for town taxes and not for any special tax districts (i.e., the Barkhamsted Fire District) or usage fees.

E. Incentive for Developers of Commercial Real Estate

In the event a developer of commercial real estate applies for tax abatements, the members of the Commission may award these incentives to the developer, provided the developer covenants to pass through to tenants, on a prorata basis, the benefit of the incentive award. The commission may award tax incentives to developers prior to full occupancy. Applications from developers will be reviewed subject to the same criteria as in "C." above.

Application for Property Tax Incentive
Town Of Barkhamsted - Economic Development Commission

Date: _____

Applicant Information

Business Name: _____

Address: _____

Relationship to Project: _____

Business Name: _____

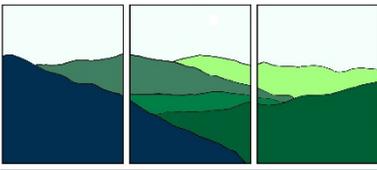
Business Address: _____

Phone #: _____ Days: _____ Evenings: _____

Business Project Information

Please respond to the following questions and attach additional pages, if necessary. Also, please provide any additional information you feel is important for the Commission to consider.

1. Background information on yourself, other key members of your management team, and your company
2. A brief project description, including an assessment of the benefits to the Town and its residents from your business or project.
3. If available, a summary-level business plan for the project or business including capital improvements, projected income and hiring plans, and types of jobs
4. What is the estimated minimum value of the proposed real property to be constructed or renovated for this business?
5. If you are applying as the lessor of commercial space, please provide the types and names, if possible, of lessees you intend to target. Also, include a statement concerning the extent of control you will exercise over the occupancy of the space? Are these new tenants to Barkhamsted or existing businesses?
6. If you have signed tenants and/or leases in process, please share the percentage of open lease space you currently have.
7. If you are applying as owner of a business, please describe your business, including its proposed hours of operation and the personal property you will install in run the business?
8. To what extent do you plan to employ Barkhamsted based vendors in the planning, design and construction of this project? If possible, please provide the names of the Barkhamsted-based contractors you intend to use and the estimated value of your contracts to them?
9. How many jobs, if any, do you expect to create through this project?
10. What are the planned start and completion dates for the project?
 - a. Start Date: _____ Completion Date: _____
11. Will your project require any improvements to, or extensions of, the Town infrastructure and/or utility systems? If so, please describe?
12. What other locations are being considered for this project?
13. How many jobs, if any, do you expect to create as a result of this business?



THE NORTHWESTERN CONNECTICUT
REGIONAL PLANNING COLLABORATIVE

The Northwestern Connecticut Regional Planning Collaborative connects local businesses with resources that are available through governmental and non-profit programs.

This list highlights some of the programs available to your business.

Please contact Pete for more information about any of these programs or others that could help you start, grow, or strengthen your small business.

Peter Feen, Small Business & Economic Development Program Coordinator
pete@nwctplanning.org or (860) 605 - 7183

Business Planning Assistance Programs

- CT Small Business Development Center - Torrington
 - They provide no cost advising services to both prospective and existing business owners to help them start or expand their business.
 - Expertise - Business plan review, Cash flow analysis, Guidance with loan and grant applications, Marketing and social media, International trade, Inventory control management, Market research, Management and personnel expertise, Emergency preparedness
- Northwest Connecticut SCORE (Service Core Of Retired Execs) – Torrington
 - SCORE's mentors, comprised of active and retired business people that provide clients with free and confidential business counseling.
 - Expertise - Business Finance & Accounting, Business Operations, Business Strategy & Planning, Sales, Marketing & Public Relations, Technology & IT Services.
- Women's Business Development Council- Torrington office
 - WBDC offers two pathways into their Entrepreneurial Education Programs and Services: 1) Thinking of Starting a Business and 2) Ready to Build Your Business

Small Business Financing Programs

- CT DECD Small Business Express Revolving Loan Fund Program
 - Eligible Businesses: Less than 100 employees must have been in business more than 12 months, current on taxes.
 - Eligible Funds For: equipment, construction or improvements, relocation cost working capital.
 - Terms: Loan amounts 10,000 -100,000, up to 4% interest rate. Max 10 yr. terms.
- Community Economic Development Fund (Meriden, CT)- Small Business Lending
 - Eligible Businesses - business owners with adjusted gross household income of less than \$89,200.
 - Can provide flexible financial options that some banks cannot provide.
 - Provide financial assistance to both start-up and established businesses including:
 - Standard Loan (\$50,000 to \$250,000)
 - SBA/Microloans (up to \$50,000)
 - Grow Your Business Loan (\$50,000 – \$250,00 and in business at least 3 years)
- Small Business Energy Advantage- save money on your energy bills
 - Eligible “small businesses” include, restaurants, retail stores, offices, and B&Bs
 - Step 1- Program conducts a free energy assessment
 - Step 2- They prepare a proposal including all eligible energy efficiency measures, detailing materials and installation costs and estimated saving

- You decide what improvements make sense for you; there's no obligation to install
- No upfront costs for installed upgrades
- Zero-interest and low-cost financing * (payable on your monthly electric bill, so you only have one monthly payment)

Have questions about how to get started on any of these programs or how they can help you?