



# BOARD OF FINANCE

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TOWN OF BETHEL  
TOWN CLERK

## MINUTES OF REGULAR MEETING

Tuesday, January 14, 2014

7:00 p.m.

CJH Municipal Center - Meeting Room "A"

**MEMBERS PRESENT:** William Kingston, Chairman, Bruce Cornwell, Patricia Smithwick, Eileen Freebairn, Gary Regan and Timothy Draper.

Also in attendance were Comptroller Robert Kozlowski, Assistant Comptroller Brad Heering, Town Counsel Martin Lawlor, First Selectman Matthew Knickerbocker, Board of Education Chairman Lawrence Craybas and Director of Fiscal Services - Board of Education Theresa Yonsky, Economic Development Commission Chairman Michael Boyle and Economic Director Janice Chrzescijanek.

**Call to order/Pledge of Allegiance:** William Kingston called the regular meeting to order at 7:00 p.m.

**Public Comments:** none

**Correspondence:** none

**Minutes of December 10, 2013:** Patricia Smithwick made a motion, which was seconded by Eileen Freebairn, to approve the minutes as presented. Vote, all in favor, motion unanimously approved.

### Comptroller's Report

Comptroller Robert Kozlowski advised that the audit was complete and distributed copies of the Annual Report. He noted that the fund balance was in good shape at 15.94%, several unanticipated contributors in the sale of two parcels resulted in additional conveyance tax income. He offered that he will look at recommending using some of the fund balance to

pay off short term debt. He is working with the auditors to establish a trust account for the funding of Other Post Employment Benefits (OPEB).

### **Presentation – Economic Development Commission Chairman and Economic Development Director**

Michael Boyle, Chairman of the Economic Development Commission and Economic Director Janice Chrzescijanek were present at tonight's meeting. Both spoke to the positives and provided information on the activities to date, which include, in part, that she has met with, assisted and established business relationships with existing businesses, Economic Development professionals, real estate agencies, state representatives and departments to introduce Bethel and all its benefits. Mrs. Chrzescijanek spoke to the projected tax revenue increases to the grand list with the variety of upcoming projects, including the Maplewood Senior Living and Copper Square/RMS Development projects in Stony Hill as well as various areas throughout town. Members thanked Mr. Boyle and Mrs. Chrzescijanek for their report and were pleased to hear all the positive information. A copy of the presentation is attached.

### **Consideration of Board of Education request to establish an Unexpended Funds Account – Connecticut General Statute's 10-248a**

Lawrence Craybas, Chairman of the Board of Education and Theresa Yonsky, Director of Fiscal Services for the Board of Education, were present at this evening's meeting. Previously, they had presented a proposal to the Board of Finance for the establishment of an Unexpended Funds Account. They offered that this account would offer the Board of Education the ability to take advantage of potential grant opportunities, educational opportunities as well as unforeseen emergency items. This fund provides for the opportunity to set aside up to 1% of the current operating budget, should savings be realized in the education budget. The proposal being requested was modified somewhat from the original request and is as follows:

### **TOWN OF BETHEL UNEXPENDED EDUCATION FUNDS ACCOUNT**

#### **Board of Finance Resolution:**

The Board of Finance hereby establishes an Unexpended Education Funds Account (the "Account") pursuant to Connecticut General Statute 10-248a subject to the following terms and conditions:

1. The Account shall be established commencing at the end of the 2013-14 fiscal year of the Town of Bethel.

## Board of Finance – Minutes of January 14, 2013

2. The Board of Finance hereby approves the deposit by the Board of Education into a non-lapsing account, the Account, any or all unexpended funds from the Board of Education 2013-14 fiscal year budget at the end of said fiscal year and for each fiscal year thereafter but in no event beyond ninety (90) days from the end of each fiscal year.
3. The Board of Education shall so notify the Board of Finance in writing of the amount deposited into the UEFA within ninety (90) days of the date of the deposit.
4. The amount of unexpended funds at the end of each fiscal year which may be deposited by the Board of Education into the Account shall not exceed one (1%) percent of the Board of Education's total budgeted appropriation received from the Town of Bethel for the prior fiscal year. The total balance of this unexpended funds account shall not exceed 2% of the current, annual Board of Education's total appropriated budget.
5. The use of the Account funds shall be expended for the benefit of the Town of Bethel schools and paid by the Town of Bethel pursuant to Connecticut General Statute 10-248.
6. The Board of Education shall have the sole authority to expend the funds from the Account.
7. The Board of Education shall maintain the Account funds in a separate, segregated account from the general funds or any other accounts of the Board of Education.
8. On or before November 30<sup>th</sup> of each year, the Board of Education shall file a written report with the Board of Finance outlining for the previous fiscal year:
  - a. the amount that the Board of Education has deposited into the Account; and
  - b. all expenditures made to date from the Account.
9. The Account shall be jointly reviewed by the Board of Finance and the Board of Education at the end of the 2014-15 fiscal year and annually thereafter.

Timothy Draper made a motion, which was seconded by Patricia Smithwick, to approve the Board of Education request to establish an Unexpended Funds Account. William Kingston offered that it was his intention to have this discussed at tonight's meeting but not to be considered for action until next month to provide the opportunity for members to review the proposal thoroughly. After discussion, this motion was tabled for consideration to the next meeting.

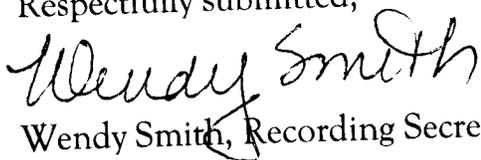
Timothy Draper expressed concern about the amount of the fund – up to 1% of the current operating budget with a maximum of 2%. Both Mr. Craybas and Mrs. Yonsky offered assurances that it is unrealistic to assume that they would have 1% of their budget left to place in the account but that if savings were realized in the account, it could be set aside for future items.

**Consideration of Board of Selectmen recommendation for Cast Iron Construction/Oven Rock Partners Planning and Zoning approvals which requires the transfer of Town owned property at the corner of Knollwood Drive and Reservoir Street consisting of 1,349 Sq. Ft. plus or minus.**

Patricia Smithwick made a motion, which was seconded by Eileen Freebairn, to approve the recommendation from the Board of Selectmen regarding the transfer of a certain parcel of land owned by the Town of Bethel and located at the corner of Knollwood Drive and Reservoir Street, a total of 1,389 +/- square feet to the developer and to accept the transfer of 7.32 acres +/- as open space pursuant to the Bethel Planning and Zoning approval of a subdivision of Cast Iron Construction on November 26, 2013 as shown on a certain map entitled "Subdivision Map 'Bethpage West'" dated June 13, 2013 by Richard A. Bunnell, RLS CT Lic. 15562. Vote, all in favor, motion unanimously approved.

As there was no further business on tonight's agenda, Bruce Cornwell made a motion, which was seconded by Eileen Freebairn, to adjourn the meeting at 8:35 p.m. Vote, all in favor, motion unanimously approved.

Respectfully submitted,

A handwritten signature in cursive script that reads "Wendy Smith". The signature is written in black ink and is positioned above the printed name of the signatory.

Wendy Smith, Recording Secretary

# Economic Development

January 14, 2014

# EDC Mission

- Expand the Grand List on behalf of the Town of Bethel
- Promote a focus and commitment to existing and new businesses
- Bridge the needs of businesses with the existing structure of the Town
- Engage in activities on a regional and state level creating a win-win for Bethel and Western CT

# Agenda

2013 Accomplishments

Looking Forward

# 2013 Accomplishments

# 2013 Highlights

Focus On Understanding What We Currently Have and What We Need

- Met with over 70 of Bethel's existing businesses
- Assisted over 30 businesses with relocation, financial, expansion, site location, and permit assistance
- Established relationships and partnerships with ED professionals, real estate organizations, the DECD, and the Chamber of Commerce
- Conducted *Meet and Greets* with Property and Business Owners
- Created a Downtown Advisory Committee and subcommittees focusing on:
  - Culture & Arts
  - Marketing
  - Downtown Improvements
  - Filling Commercial Spaces
- Worked with the DECD for assistance in the expansion of Clarke Business Park
- Presented Bethel's top economic development initiatives that were included in the regional CEDS (Comprehensive Economic Development Strategy)
- Hosted DECD Commissioner luncheon
- Creation of BethelArts (ArtWalk and galleries in downtown empty commercial spaces)

# 2013 Highlights

## Business Programs

- Developed business workshop series
- C-PACE Program - access to affordable, long-term financing for smart energy upgrades to buildings

## Marketing

- Bethel Brochure
- ED Website – Includes a town profile, facts, brochure, highlights economic zones and business parks, Why Open a Business in Bethel?, Starting a Business in Bethel, Property/Broker Search – Available Bethel sites and buildings only
- Town Video – Includes chapters on economic development, education and quality of life
- ED Newsletter
- ED Facebook and LinkedIn Page

## Business Focused

- Established the Office of Economic Development as the point of contact
- Developed a process to identify, track and welcome businesses coming into Bethel
- Created a guide for opening a business in Bethel
- Implemented monthly status meetings with permitting department heads and First Selectman

# Growth and Attraction of New Businesses

Helped over 30 businesses with financing, site selection, licensing, permitting and business program assistance

Type of Growth	Number of Businesses	Projected Tax Revenue <sub>1</sub>	New Jobs
<b>New Businesses</b> <i>June 2013-Jan 2014</i>	45	<i>tbd</i>	<i>tbd</i>
<i>In Process</i>	3	550,000 <sub>2</sub>	100+
<b>Relocation to Bethel</b>	1	<i>tbd</i>	4
<i>In Process</i>	2	<i>tbd</i>	25
<b>Business Expansion -</b> <i>In Process</i>	3	57,000+ <sub>2</sub>	122
<b>Total:</b>	54	607,000+	251

<sub>1</sub> Projected yearly tax revenue. Projection does not reflect the real estate taxes currently being paid on a property.

<sub>2</sub> Based on the projected real estate and/or personal property tax.

# New Development Projects

Project	Projected Tax Revenue <sub>1</sub>	Planning	New Jobs	Funding	Estimated/Begin Date	Estimated Project Completion
<b>NEW DEVELOPMENT</b>						
<b>Stony Hill Inn Project</b>	<b>1.3 million<sub>2</sub></b>					
<i>Copper Square Residential Development (144 condos/duplexes)</i>	<i>1.1 million</i>	<i>Complete</i>	<i>tbd</i>	<i>n/a</i>	<i>1/1/2014</i>	<i>1/1/2016</i>
<i>Mixed Use Development (42,000 sq. ft.)</i>	<i>200,000</i>	<i>Complete</i>	<i>tbd</i>	<i>n/a</i>	<i>tbd</i>	<i>tbd</i>
<b>Transit Oriented Development</b>	<b>1 million<sub>3</sub></b>	<i>In Process</i>	<i>tbd</i>	<i>tbd</i>	<i>tbd</i>	<i>tbd</i>
<b>Maplewood Senior Living</b>	<b>260,000<sub>4</sub></b>	<i>Complete</i>	<i>tbd</i>	<i>n/a</i>	<i>9/2013</i>	<i>10/2014</i>
<b>Clarke Park Expansion</b>	<b>170,000<sub>5</sub></b>					
<i>Phase I – Environmental Surveying and Economic Analysis</i>		<i>In Process</i>	<i>tbd</i>	<i>In Process</i>	<i>3/2014</i>	<i>11/2014</i>
<i>Phase II – Final Design</i>		<i>In Process</i>	<i>tbd</i>	<i>In Process</i>	<i>3/2015</i>	<i>2016</i>
<i>Phase III - Construction</i>		<i>tbd</i>	<i>tbd</i>	<i>In Process</i>	<i>2017</i>	<i>2018-19</i>
<b>Gas Station and Convenience Store</b>	<b>44,000<sub>4</sub></b>	<i>In Process</i>	<i>tbd</i>	<i>n/a</i>	<i>3/2014</i>	<i>12/2014</i>

# New Development Projects

Project	Projected Tax Revenue <sub>1</sub>	Planning	New Jobs	Funding	Estimated/Begin Date	Estimated Project Completion
Berkshire Ind. Corp. Development (20,000 sq. ft.)	31,000 <sub>2</sub>	In Process	tbd	n/a	tbd	tbd
Warehouse (20,000 sq. ft.)	27,000 <sub>2</sub>	In Process	tbd	n/a	tbd	tbd
<b>BUSINESS EXPANSION</b>						
Light Manufacturing Business (+15,000 sq. ft.)	30,000 <sub>2</sub>	In Process	30-115 (2014-17)	In Process	7/2014	12/2014
<b>RESIDENTIAL DEVELOPMENT</b>						
Grassy Plain - 12 Units	21,000 <sub>2</sub>	Complete	tbd	n/a	12/2013	9/2014
Grassy Plain – 5 Condos	46,500 <sub>2</sub>	Complete	tbd	n/a	Summer 2014	Fall 2015
<b>Total:</b>	<b>2,929,500</b>		<b>115</b>			

<sub>1</sub> Projected yearly tax revenue once the development project is complete

<sub>2</sub> Based on the projected real estate tax

<sub>3</sub> Based on projections in 2010 TOD study

<sub>4</sub> Based on the real estate and personal property tax of a comparable property

<sub>5</sub> Based on the projected real estate tax of 5, 2 acre parcels with a mix of warehousing and light manufacturing businesses

# Looking Forward

Develop an Economic Development Strategic Plan

Develop a Marketing Plan

- Community-Wide Branding Campaign
- Community Website
- Business Directory

Development of Business Programs that Retain, Grow and Attract Businesses

- Expand Business Workshop Program
- Business Networking Events and Meet and Greets
- Business Incubator Program
- Business Incentive Program
- Formation of a Clarke Park Advisory Committee

Increase Occupancy of Commercial Space

- Identification and Pursuit of Businesses Needed in Bethel
- Promotion of Available Spaces

Expand Development Opportunities

- Identification of Funding Opportunities, Grants, and Special Programs

# Looking Forward

Enhance Town's Character and Quality of Life to Energize the Economy

- Downtown Improvements – Main Street Program, Community Gathering Space, Streetscape, Art Studios in Available Properties
- Development of a Formal Culture and Arts Organization
- Branding and Promoting Community Events on the First Friday of the Month

# How You Can Help

Participation in the development of business programs to retain, grow and attract businesses

- We are currently researching programs offered by other towns
- We would like to share these programs with you and discuss what programs we may want to offer

Discuss new project opportunities and how we may be able to fund them

- Clarke Park Expansion
- Transit Oriented Development

Develop a partnership

- Alignment of goals
- More frequent communication
- Sharing of ideas and suggestions