

November 24, 2008

TO: Members of the Economic Development Commission

FROM: Donald W. Roe, Economic Development Coordinator

SUBJECT: **SPECIAL** Meeting – Monday, **December 1, 2008, 5:00 p.m., Rm. 315**, Town Hall

There will be a special meeting of the Economic Development Commission at the above-mentioned time and place. The agenda is listed below:

1. Approval of Minutes dated November 3, 2008 (**Attachment 1**)
2. Review of Expenditure Report 08-09 (**Attachment 2**)
3. Marketing/Staff Reports – November
4. Update on Downtown
5. Subcommittee Reports
 - P&Z Liaison
 - Retention/Incentives
 - Marketing
6. Regional Matters
 - Regional Growth Partnership
 - Quinnipiac Chamber of Commerce
 - Workforce Alliance
7. Discussion and Possible Action on Meeting Schedules for 2009 (**Attachments 3-6**)

Please let me know if you are unable to attend.

Dates to Remember

c: William W. Dickinson, Jr., Mayor
Doreen DeSarro, Business Recruiter
Rick Myers, WCI
Robin Wilson, Chamber of Commerce
Town Council (1 + e-mail)
Town Clerk's Office (for posting)
GATV (disk)
Newspaper files (faxed)

12/1 – QCoFC Holiday Party @ 5:30 p.m., Holiday Inn, No. H.
12/16 – Bus. Ret. Subc. @ 11 a.m., Mayor's Conf. Room
1/5/09 – P&Z Liaison Subc. @ 6 p.m.
1/5/09 – EDC Meeting at 6:30 p.m., Rm. 315
1/8/09 – Bus. Ret. Subc. @ 11 a.m., Mayor's Conf. Room
1/20/09 – Marketing Subc. @ 10 a.m., Mayor's Conf. Room