

**Economic Development Commission
Minutes
November 4, 2008**

Members Present: Richard Nunn, Chairman
Joseph Mirra, Vice-Chairman
Tom Collette
Gary Fappiano
Jim Wolfe

Members Absent: Rosemarie Preneta

Others Present: Don Roe
Doreen DeSarro, Business Recruiter

Chairman Dick Nunn called the meeting to order at 6:40 p.m.

1. **Approval of Minutes dated October 6, 2008** – Jim Wolfe made a motion to approve the October minutes as drafted; Joe Mirra seconded the motion. By unanimous vote, the motion to approve the minutes carried.
2. **Review of Expenditure Report** - Nothing to report.
3. **Marketing/Staff Report – October** – Doreen DeSarro distributed and reviewed the report for October.

Item 5 was moved up by unanimous vote.

5. **Update on Downtown** – Staff met with Rick at WCI to review downtown marketing and incentives. Doreen DeSarro mentioned that two shop owners submitted applications to WCI for the Façade Improvement Program. Doreen also noted a few additions and changes to the downtown.
4. **Subcommittee Reports**
 - **P&Z Liasion** – Jim Wolfe said he and Joe Mirra attended the special joint meeting between the Planning & Zoning Commission and the Town Council. Several items were discussed, including the Incentive Housing Zone and the I-5 Zone. Jim spoke on behalf of the EDC and the Commission's interest in the zone's success in the long term.
Don Roe asked if the EDC wanted staff to draft a letter to the Planning & Zoning Commission. *Members agreed that staff should draft a letter for consideration.*
 - **Retention/Incentives** – Gary Fappiano said the subcommittee met on October 29 and reviewed the 10% Electric Program. The subcommittee recommends that WCI ask the PUC to continue this program at the same rate. Dick Nunn felt that was a wise decision since the PUC might not be willing to raise the incentive any higher. Joe Mirra commented that the dependability of our utilities is something that should be mentioned often; *Doreen DeSarro said that perhaps that language could be included in a new ad.*

The upcoming company visits were reviewed; EDC attendance will be as follows:

November 6 @ 11 a.m. – Allegheny	Dick Nunn will attend
November 14 @ 1 p.m. – Polylok	Gary Fappiano and Jim Wolfe will attend
November 14 @ 3 p.m. – Marlin Co.	Jim Wolfe and Tom Collette will attend

- **Marketing** – Tom Collette said the subcommittee looked at advertising (he noted that this was Ellen Mandes' last official duty). The subcommittee is considering reducing the amount spent on national advertising in the 2009-10 budget. Instead, the subcommittee discussed advertising locally in a way that would benefit the downtown. Doreen DeSarro said she and Don Roe met with Rick at WCI and talked to him about this and other marketing for downtown.

Joe Mirra suggested using some money to advertise in a way that would attract families connected with Choate-Rosemary Hall or Quinnipiac University to our downtown, especially during Parents' Weekend, and the beginning and end of the school year. Doreen said this idea should be discussed with and done through WCI. Jim Wolfe said that if Rick does not like this idea, perhaps the EDC should do an ad on its own.

Dick Nunn asked staff if they had heard whether or not the Mayor has decided on a replacement for Ellen Mandes; staff had not heard anything. Dick felt it important to get a replacement quickly since someone is needed to help on this subcommittee. Dick will speak to the Mayor about getting a replacement.

6. Regional Matters

- **Regional Growth Partnership** – Don Roe went to a meeting (hosted by RGP) concerning an OPM grant that the South Central Regional Council of Governments received to do a regional economic development web portal. The company working on this project is from Portland, Maine. Don felt it should be a credible project.

Members discussed the state of RGP and noted that they are still looking for an Executive Director. It was represented that it is a difficult position to fill without a long-term contract.

- **Quinnipiac Chamber of Commerce** – No report.
- **Workforce Alliance** – No report.

7. **Discussion and Possible Action on Rescheduling the December 1, 2008 Meeting** – It was noted that the December meeting conflicts with the Quinnipiac Chamber of Commerce's Holiday Party. Since several members want to attend the Chamber event, **Joe Mirra made a motion to start the December 1 meeting at 5:00 p.m.; Jim Wolfe seconded the motion. By unanimous vote, the motion carried.**

There being no further business, Tom Collette made a motion to adjourn the meeting at 7:27 p.m.; Jim Wolfe seconded the motion. By unanimous vote, the motion carried.

Sincerely,

Lynn M. Wolff