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4 **Economic Development Commission**
5 **Regular Meeting Minutes**
6 **October 3, 2016**
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9 **Present:** Joe Mirra, Chairman
10 Mark Gingras, Commissioner
11 Patricia Cymbala, Commissioner
12 Jim Wolfe, Commissioner
13 Hank Baum, Alternate
14 Russ Mills, Alternate
15 Ed Zavaski, Alternate
16

17 **Absent:** Tom Collette
18 Gary Fappiano
19 Rosemarie Preneta
20

21 **Others Present:** Don Roe, Ec. Dev. Coordinator
22 Tim Ryan, Ec. Dev. Specialist
23 Lynn Wolff, Secretary
24

25 Chairman Joe Mirra called the regular meeting of the Economic Development Commission to order at
26 6:30 p.m.
27

28 1. **Welcome and Introductions** – Chairman Mirra welcomed our new Commissioner and Alternates to
29 the EDC and invited them to participate in the discussions. The position of Alternate is new to our
30 Commission and the Bylaws have not been revised yet. Joe explained that Alternates will not have a
31 vote unless they are replacing a Commissioner at a meeting. Also, each Alternates will become a
32 member of a Committee. Joe asked that each Committee talk briefly about what it does. Joe then
33 asked everyone to introduce themselves and include a little background. Jim Wolfe asked if the
34 Alternates will be assigned to a Committee or if the Alternates will choose. Joe said he would have
35 follow-up conversations with each.
36

37 2. **Discussion and Possible Action on Regular Meeting Minutes dated September 12, 2016** – Mark
38 **Gingras made a motion to approve the minutes as drafted; Patricia Cymbala seconded the**
39 **motion. By unanimous vote, the motion carried.**
40

41 3. **Review of Monthly Expenditure Reports** – Don Roe said the September report had not yet been
42 issued but will be available for review at the November meeting. Usually, the bulk of the spending
43 occurs later in the fiscal year.

44

45 **4. Committee Reports**46 • **Marketing –**

- 47 ➤ **Update on CERC municipal training event on Oct. 5** – Mark Gingras said there are
48 about 45 people expected to attend, representing Town employees, business people,
49 Chamber members, etc. The training will focus on the betterment of the Town through
50 economic development.
- 51 ➤ **Update on GIS, highway sign brush clearing project, etc.** – Mark said that a GIS
52 company has been chosen. Staff is working with the Assessor's Office to decide what
53 information from the field cards will be available in the GIS. Only industrial/commercial
54 field cards will be included. Tim Ryan added that several meetings with commercial
55 developers were held to determine what field card information is really important; the Town
56 wants the available information to be practical and useful. Once the important field card
57 information is selected, it will be uploaded onto the website. Marketing hopes this project
58 is completed by early 2017.

59 Regarding the brush clearing around the highway signs, Mark Gingras reported that
60 staff is currently requesting quotes from several companies for this work.

61 At a recent Marcum Tech Top 40 trade show held at the Oakdale, five (5) Wallingford
62 companies were honored: Amphenol Corporation, Discover Video, Logo Sportswear,
63 Proton On Site and Z-Medica.

- 64 ➤ **Next meeting** – November 9 at 10:30 a.m. Mark Gingras said that the Marketing
65 Committee meets almost every month, usually on Wednesdays from 10:30 a.m.-12:00 p.m.

66

67 • **P&Z Liaison –**

68 Jim Wolfe said this Committee follows Planning & Zoning Commission and Zoning Board of
69 Appeals activities and, if something on their agenda is of interest to the EDC, attends those
70 meetings.

- 71 ➤ **Report on PZC and ZBA actions** – Jim Wolfe said the parking in the downtown was
72 discussed recently and recapped the discussion. Planning & Zoning Commission will
73 have another meeting to continue this discussion. Don Roe added that part of the
74 discussion revolved around who should provide the parking – public or private.
- 75 ➤ **Update on Plan of Cons. & Dev., Downtown, TOD** – Jim explained that he also attends
76 meetings concerning the POCD Implementation Committee, the downtown and TOD and
77 then makes a report to the EDC.
- 78 ➤ **Next meeting** – Jim said that many Committee meetings occur when needed.

79

- 80 • **Retention/Incentives –**
- 81 ➤ **Update on Bristol-Myers Squibb** – Tim Ryan, as part of his Staff report, brought the new
- 82 members up to date on BMS.
- 83 ➤ **Discussion re: key accounts program and visitation program** – Company visits are
- 84 scheduled for November 3 and November 10; Don Roe explained how these visits are
- 85 arranged and who generally attends. For November, five companies will be sent
- 86 invitations: Ametek, Rowland Technologies, Discover Video, Specialty Cable and Logo
- 87 Sportswear. Henry Baum asked what criteria are used when scheduling a visit. Don said
- 88 we try to visit large companies every few years but also visit smaller companies. The
- 89 usual attendees are the Mayor, Town Council Chair, Comptroller, Public Utilities Director,
- 90 Quinnipiac Chamber and EDC representative. Sometimes the company will request
- 91 others to attend, like a representative from the BOE, Police, Fire or Planning & Zoning.
- 92 The Retention/Incentive Committee is currently considering having cluster meetings—
- 93 meeting with companies in the same area of Town, for example. Tim added that the size
- 94 of a company doesn't matter. If a company has an issue, we will meet with them. We also
- 95 keep a running list of possible companies to meet.
- 96 Don explained that in the key accounts program each Commissioner is assigned a list
- 97 of companies and then contacts them on a quarterly basis.
- 98 ➤ **Discussion re: incentive programs –**
- 99 • Review and possible approval of IHZ program for submittal to Ordinance
- 100 Committee on Oct. 6 – Don Roe said that the Ordinance Committee cancelled its
- 101 October meeting so this item will be taken up at the November EDC meeting.
- 102 ➤ **Next meeting** – No meeting schedule.
- 103
- 104 5. **Presentation and discussion on draft changes to EDC Bylaws** – *Don Roe said staff will have a*
- 105 *draft prepared by the November meeting.*
- 106
- 107 6. **Chairman's report** – Joe Mirra had no report. He commented that “millennials” seems to be the new
- 108 buzzword.
- 109
- 110 7. **Staff reports/regional matters** – The September report (*copy attached*) was distributed and
- 111 reviewed by Tim Ryan. Don Roe did not have anything to report.
- 112
- 113 8. **Dates to Remember** – Nothing further to report.
- 114
- 115 9. **Community Involvement** – No items.

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117 **There being no further business, Mark Gingras made a motion to adjourn the meeting at 7:45**
118 **p.m.; Jim Wolfe seconded the motion. By unanimous vote, the motion carried.**

119
120 Sincerely,
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122
123 Lynn M. Wolff, Secretary
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125 Attachments
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127
128 EDCRMMin100316DrNotApp