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5 **Economic Development Commission**
6 **Regular Meeting Minutes**
7 **November 7, 2016**
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10 **Present:** Joe Mirra, Chair
11 Tom Collette, Commissioner
12 Mark Gingras, Commissioner
13 Patricia Cymbala, Commissioner
14 Rosemarie Preneta, Commissioner
15 Ed Zavaski, Alternate
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17 **Absent:** Jim Wolfe, Vice-Chair
18 Gary Fappiano, Commissioner
19 Hank Baum, Alternate
20 Russ Mills, Alternate
21

22 **Others Present:** Don Roe, Ec. Dev. Coordinator
23 Tim Ryan, Ec. Dev. Specialist
24 Lynn Wolff, Secretary
25 Mike Brodinsky
26

27 Chairman Joe Mirra called the regular meeting of the Economic Development Commission to order at 6:35
28 p.m.
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30 1. **Discussion and Possible Action on Regular Meeting Minutes dated October 3, 2016** – Mark Gingras
31 made a motion to approve the minutes as drafted; Patricia Cymbala seconded the motion. By
32 unanimous vote, the motion carried.
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34 2. **Review of Monthly Expenditure Report** – No comments on September report. Since the secretary
35 couldn't quickly locate the October report, it will be distributed with the December agenda.
36

37 3. **Committee Reports**

38 • **Marketing** –

- 39 ➤ **CERC municipal training event recap** – Tom Collette reported that the CERC training event
40 went well. Tim Ryan recapped the event and said it was a nice collaborative event. Thank you
41 emails were sent to attendees and organizers. Patricia Cymbala asked if Tim knew of a link to
42 the presentation. *Tim thought one was available through CERC; he will check and forward the*
43 *information to EDC members.*

44 ➤ **Update on GIS, highway sign brush clearing project, etc.** – Tim Ryan said the GIS project
45 is very active. As reported last month, Mayoral approval was received to have
46 industrial/commercial field card information included. The chosen vendor has been working
47 with EDC staff and the Assessor's Office to make sure that the available information is practical
48 and useful. The Town also wants a good search function; we want to be able to search without
49 needing an exact street address, which is not something many GIS programs offer. It is hoped
50 that this project is completed during the first quarter of 2017.

51 Regarding the brush clearing around the highway signs, Don Roe reported that the crew
52 started work today clearing around the I-91S billboard. Don said, since the capital item for
53 billboards was closed June 30, the money for this work will come out of current year funds.
54 Mark Gingras asked who the contractor is; Don said DeBaise Landscaping. Ed Zavaski asked
55 if the billboards are lighted so he could drive by after tonight's meeting to see the progress.
56 Don said no, there is no electricity.

57 Mark Gingras asked if a site visit to consider possible EDC billboard location by the new
58 Exit 15 entrance ramp with Rob Baltramaitis, Don and Tim had been arranged; *Don will*
59 *schedule this visit.*

60 The EDC will have a booth at the Greater New Haven Chamber of Commerce "Big
61 Connect" trade show on November 17. A sign-up sheet to help at the booth was distributed.

62 Don Roe asked the EDC if they felt any follow-up was needed as a result of the CERC
63 municipal training event. Mark Gingras said the Marketing Committee will discuss this at the
64 November 9 meeting.

65 ➤ **Next meeting** – November 9 at 10:30 a.m.

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67 ● **P&Z Liaison** – Joe Mirra said Jim Wolfe called him before tonight's meeting. Jim had nothing to
68 report on the P&Z Liaison items.

69
70 ● **Retention/Incentives** –

71 ➤ **Discussion re: incentive programs** –

72 ● **Review and possible approval of IHZ program for submittal to Ordinance**
73 **Committee** – Don Roe said Janis Small, Kacie Costello, Tim Ryan and he met today
74 (Nov. 7) on this proposed tax incentive. He briefed the Commission on some language
75 changes that are being reworked. For example, Section 2 - all language after "such
76 benefit..." to be removed; Section 3. 1. iii. - Janis will rework this language; and Section
77 3. 2. staff recommends putting this on hold and removing, for now. Joe Mirra asked
78 when this will take effect. Don said the decision will be made by the Town Council after
79 it goes through the Ordinance Committee. Don asked if the EDC would consider voting

80 on the Real Property Tax Incentive tonight with the understanding that some of the
81 language will change. It was asked if the EDC changes could be emailed and then
82 voted on; Don said there is no provision for voting by email. **Rosemarie Preneta made**
83 **a motion to approve the draft for the Real Property Tax Incentive for the Incentive**
84 **Housing Zone recognizing there will be language changes; Tom Collette**
85 **seconded. By unanimous vote, the motion carried.**

- 86 ➤ **Update on Bristol-Myers Squibb** – Tim Ryan said he had no further update.
- 87 ➤ **Discussion re: key accounts program and visitation program** – Rosemarie Preneta said
88 work on the key accounts program is on hold. Regarding company visits, there are two
89 company visits scheduled to date; Patricia Cymbala agreed to represent the EDC at the
90 November 9 visit to The Marlin Company and Rosemarie will represent the EDC at the
91 November 10 visit to Specialty Cable.
- 92 ➤ **Next meeting** – No meeting schedule but Don Roe said the Committee needs to meet soon.

93
94 **4. Presentation and discussion on draft changes to EDC Bylaws** – Don Roe reviewed the changes to
95 the EDC Bylaws with the members. According to the current bylaws which state that the EDC should be
96 “...notified of the proposed amendment at least one meeting in advance of the meeting at which a vote will
97 be taken”, this item will be voted on at the December meeting.

98
99 **5. Chairman’s report** – Joe Mirra discussed an upcoming manufacturing seminar on December 7 at
100 HUBCAP; he hopes the agenda for this seminar will be sent soon and encouraged everyone to attend.

101
102 **6. Staff reports/regional matters** – Tim Ryan distributed and reviewed the October report (*copy attached*).
103 Don Roe had no additional items to report.

104
105 **7. Dates to Remember** – Nothing further to report.

106
107 **8. Community Involvement** – No items.

108
109 **There being no further business, Mark Gingras made a motion to adjourn the meeting at 7:38 p.m.;**
110 **Rosemarie Preneta seconded the motion. By unanimous vote, the motion carried.**

111
112 Sincerely,

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114
115 Lynn M. Wolff, Secretary

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117 Attachment