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4 **Economic Development Commission**  
5 **Regular Meeting Minutes**  
6 **December 7, 2015**  
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9 **Members Present:** Joe Mirra, Chairman  
10 Tom Collette  
11 Gary Fappiano  
12 Mark Gingras  
13 Jim Wolfe  
14

15 **Members Absent:** Dick Nunn, Vice-Chair  
16 Rosemarie Preneta  
17

18 **Others Present:** Don Roe, Ec. Dev. Coordinator  
19 Tim Ryan, Ec. Dev. Specialist  
20 Lynn Wolff, Secretary  
21

22 Chairman Joe Mirra called the regular meeting of the Economic Development Commission to order at  
23 6:30 p.m.  
24

25 **1. Discussion and Possible Action on Regular Meeting Minutes dated October 5, 2015 – Mark**  
26 **Gingras made a motion to accept the minutes as drafted.** Staff had two corrections to the  
27 minutes:

28 On page 2, line 53, the secretary noted the word “with” was missing; the sentence should read  
29 “...arrange a meeting with Joe Mirra...”

30 Tim Ryan asked that the sentence on page 3, line 95, be changed to: “EDC staff initiated  
31 discussions with two development firms that have ample property in Wallingford to accommodate a  
32 new BMS facility. Both firms have been introduced to BMS regarding potential opportunities. **Mark**  
33 **Gingras revised his motion to accept the minutes as amended; Jim Wolfe seconded the**  
34 **amended motion. The motion was approved by unanimous vote.**  
35

36 Don Roe arrived at 6:35 p.m.  
37

38 **2. Review of Monthly Expenditure Reports** – Don Roe noted that the EDC is almost half-way through  
39 its fiscal year; so far, not much has been charged to the Promotional Expenses account. Mark  
40 Gingras commented that many of the budgeted expenses do not get paid until later in the fiscal year  
41 and will so state this if questioned at the upcoming budget hearings.  
42

43 **3. Discussion and possible action on EDC Meeting Schedule for 2016 – Jim Wolfe made a motion**  
44 **to accept the 2016 Meeting Schedule as drafted; Mark Gingras seconded the motion. By**  
45 **unanimous vote, the motion passed.**

46

47 **4. Committee Reports**

48 • **Marketing –**

49 ➤ 2016-17 budget discussion – Tom Collette said the budget was discussed.

50 ➤ Sign update – Tom said not much is happening regarding the signs at this time.

51 ➤ CERC workshop – Tom reported that he, Mark Gingras and Tim Ryan went to Woodbridge  
52 and sat in on the workshop being held there. The Committee plans to recommend putting  
53 a workshop in next year's budget. Tim Ryan added that this Thursday he and  
54 Commissioner Gingras will be attending a meeting at CERC concerning the 30-second  
55 "commercial" (discussed in September). Afterwards, Tim and Mark will talk to CERC  
56 about holding a municipal training workshop in Wallingford next year.

57 Jim Wolfe asked how many people can attend and is there a charge per person or a one-  
58 time charge? Tim said CERC does the program for free but the EDC would pay for the  
59 attendees' lunches, any charge for the room, etc.

60 ➤ GNHCofC Big Connect – Rosemarie Preneta, Mark Gingras, Gary Fappiano, Don Roe  
61 and Tim Ryan attended this trade show. Tim said it was a busy show and said he got a lot  
62 of reinforcement of Town strengths and several more requests for GIS product for  
63 commercial brokers from the people who stopped by the EDC's booth.

64 ➤ Next meeting – Tom Collette said the Committee will next meet on February 3 at 10:45  
65 a.m. Don Roe reminded the Committee that the 2016-17 budget must be finalized at that  
66 time so that the EDC can vote on it at its March 7 meeting.

67

68 • **P&Z Liaison –**

69 ➤ Update on: Plan of Conservation & Development – Jim Wolfe said DOT indicated, at a  
70 meeting in Town in November, that the railroad project is about one year behind schedule;  
71 the Governor recently estimated that it is two years behind schedule. Jim asked at a  
72 recent POCD meeting if the Town will begin using the new railroad station before the  
73 second rail is added; he didn't get an answer but was told it was a good question.

74 ➤ Discussion re: downtown – Jim told the EDC that there are 14 different zones around  
75 Center Street. Joe Mirra asked if there is any talk about changing any of these zones; Jim  
76 said yes. Any suggested changes will be outlined in the POCD. One suggestion being  
77 discussed is the elimination of parking regulations for the downtown; however, something

78 like that would take a long time to implement. Don Roe wondered if Kacie Costello should  
79 request money in the upcoming budget for a consultant to assist her office with  
80 implementation of some of the changes that will be proposed in the POCD. The EDC liked  
81 this idea and may want to support this. The EDC continued discussing downtown parking;  
82 Mark Gingras wondered if we should have a formal meeting with Kacie and the PZC. Don  
83 Roe suggested arranging a smaller, informal meeting, which might lead to a more formal  
84 meeting later. Although we would all like this to move quickly, Don reminded the EDC that  
85 there is a lot of procedure and process involved in getting something from the idea stage  
86 to reality. Mark Gingras said we should support any item in Kacie's budget that will get  
87 these important projects done. Also, he suggested the EDC be proactive in getting people  
88 to attend important meetings, perhaps by creating a to-call list of key people;  
89 Commissioners would each call 10 people before an important meeting to urge them to  
90 attend. Jim said that the present POCD committee is committed to continuing to meet a  
91 few times/year after the POCD is completed. Tim Ryan felt that, to be effective, this  
92 private group should meet on a more regular basis. Joe Mirra suggested tabling this  
93 discussion until after the POCD is completed and see what happens with this private  
94 group. Tim Ryan asked that the EDC minutes should show a high level of interest in  
95 timely and effective follow-up to the POCD so projects can be tracked to completion. Tim  
96 also suggested, when Council approval of the POCD is sought, the EDC attend that  
97 meeting. Jim Wolfe said he will keep the EDC posted about this process.

98 Don Roe reported about a recent administrative meeting concerning the watershed  
99 protection regulations. The Law Department had some questions about which regulations  
100 should be enforced by Water/Sewer and which would be enforced through zoning  
101 regulations. Answers to those questions are being worked on.

102 ➤ Next meeting – No meeting date was set.

103  
104 ● **Retention/Incentives –**

105 ➤ Report on company visit: Gary Fappiano said he was unable to attend and asked  
106 someone else to report. Jim Wolfe said the visit with Amphenol was a very good meeting.  
107 They are a growing company and are happy to be in Wallingford.

108 ➤ Follow-up re: Bristol-Myers Squibb – Tim Ryan reported that he is still connecting with  
109 BMS; no broker for their facility has been chosen yet.

110 ➤ Next meeting – No meeting date was set.

111  
112 5. **Discussion and possible action on membership expansion options** – Don Roe reviewed the  
113 options discussed in October (adding additional members vs. adding alternates). Either option will

114 require an ordinance change. Jim Wolfe said he still prefers adding three alternates (one for each  
115 committee) for a three-year term. Gary Fappiano agreed, reiterating the need for more diversity; he  
116 favors a two-year term. Mark Gingras asked what the next step would be; Don said a formal request  
117 (an EDC vote) would be forwarded to the Mayor. **Mark Gingras made a motion to submit to the**  
118 **Mayor the EDC's request that the Commission be enlarged by adding three (3) alternates for a**  
119 **two (2)-year term; Tom Collette seconded the motion. By unanimous vote, the motion carried.**

120  
121 **6. Update on GIS review** – Don Roe told the EDC that the Town is part of a Regional GIS through the  
122 South Central Regional Council of Governments (COG). One recommendation discussed at a recent  
123 staff meeting would be to enhance the information the Town already has on that site to include  
124 property card information on industrial/commercial properties. Much of the discussion centered on  
125 what property card information should be included on the site; the Mayor has concerns about security  
126 issues for the business owners. The EDC looked at an example of a current field/property card that  
127 can be obtained by coming to the Assessor's Office. Mark Gingras asked what other towns in the  
128 area make available online. Don said he looked at about 14 towns and found that most have  
129 property/field card-type information available online; some towns offer more extensive information  
130 while some only offer more once the user creates an account with the town. Don feels that  
131 Wallingford should provide enough information so that someone will call for more. Tom Collette feels  
132 that we are at a disadvantage over other towns by not having at least field card information available  
133 online. Members reviewed a sample field card; they saw nothing on the card, as business owners,  
134 which would be concerning to them if such information was available online. Don will be meeting with  
135 the Mayor to follow up on tonight's discussion.

136  
137 **7. Chairman's report** – Joe Mirra said the date has been set for the State of the Town. It will be held  
138 on Monday, January 25, 2016, 12-2 p.m., Ashlar Village. He also informed the EDC that the policy  
139 concerning guests has changed – there is now a per-person charge for the event but we don't yet  
140 know the cost. If the cost is too high, will this impact how many guests the EDC invites? After some  
141 discussion among the Commission, Don Roe suggested inviting guests as has been done in the past;  
142 next year we can discuss whether or not the EDC wants to continue our program. *The EDC asked*  
143 *staff to contact Dee at the Chamber to get an idea of cost.* Also, Joe suggested adding Amazon to  
144 the list of invitees. Tim Ryan said the current list includes some new companies, some commercial  
145 brokers, companies that have been recognized for notable accomplishments or anniversaries, and  
146 Kacie Costello. *Staff will add Amazon and the list will be emailed to Joe Mirra.*

147

148 **8. Staff reports/regional matters** – Tim Ryan distributed and reviewed the October and November  
149 reports (*copy attached*). Tim highlighted that Amazon is up and going and that the Town has a new  
150 Building Official, Justin Rossetti; he encouraged members to read the reports at their leisure.

151  
152 **9. Dates to Remember** – Don Roe asked that if any member wanted to go to the Regional Economic  
153 Outlook Breakfast to contact the office. Regarding the QCoC Holiday party, the secretary asked  
154 members to let her know by the end of the meeting if they wanted to attend.

155  
156 **10. Community Involvement** – No report.

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158 **There being no further business, Tom Collette made a motion to adjourn the meeting at 8:05**  
159 **p.m.; Gary Fappiano seconded the motion. By unanimous vote, the motion carried.**

160  
161 Sincerely,  
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164 Lynn M. Wolff, Secretary  
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166 Attachments  
167  
168 EDCRMMin120715DrNotApp