

**Economic Development Commission
Regular Meeting Minutes
April 7, 2014**

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

Members Absent: Rosemarie Preneta

Others Present: Don Roe, Ec. Dev. Coordinator
Tim Ryan, Ec. Dev. Spec.
Lynn Wolff, Secretary

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

- 1. Discussion and Possible Action on Regular Meeting Minutes dated March 3, 2014** – Mark Gingras made a motion to approve the March 3, 2014 regular meeting minutes as drafted; Dick Nunn seconded the motion. Jim Wolfe asked about whether the comment on line 40 by Mr. Thompson about number of spaces for parking meant 100 on each side or for both sides? Don Roe said that wasn't made clear but he will check with Engineering. **The motion was approved by unanimous vote.**
- 2. Review of Monthly Expenditure Report** – Don Roe said the Marketing Committee will comment on current year budget items within their report.
- 3. Chairman's Remarks** – Joe Mirra thanked the EDC for their assistance at the Town Council meeting discussion concerning the hotel project. He knows the EDC is disappointed with the outcome. Comments from the Commission included: there was insufficient credence given to our Assessor's figures; input from the EDC was not sought prior to the Council proceeding with a second meeting with Mr. Winston; important key points not in the report were not sought from the EDC; the Council should have looked to the EDC for more; it was hard to understand why, if there is a desire to see the building completed, they gave the developer over two years and there is no apparent requirement to immediately clean up the site. When asked what the next steps are, Don said that the Law Department is working on the agreement with Winston Hospitality. Mark Gingras asked if this will go back before the Town Council; Don said yes but he doesn't know when since the Town Council is starting budget hearings. The Commissioners expressed interest in attending the Town Council meeting when this item is scheduled. *Staff will notify the EDC when this item is next placed on a Town Council agenda.*

4. **Staff Reports** – The March “Marketing Report” (*copy attached*) was distributed and reviewed by Tim Ryan. Based on some comments made by companies at the company visits, Mark Gingras said that we should continue to advertise the reliability of our electric service. Tim distributed a work schedule for the upcoming Quinnipiac Chamber of Commerce Business Showcase and asked the EDC to volunteer to help at their booth.

5. **Committee Reports**

- **Marketing** – Tom Collette said the Committee worked on the following items:
 - Reordered USB car chargers for use at trade shows/expos;
 - Discussed both the location and design of the highway sign along the Merritt. Tim Ryan will search Town property along the Merritt with John Thompson, Town Engineer, to see if there is a possible site for a new sign.
 - Reviewed the printed materials and ordered labels to fix dated information;
 - Discussed adding video clips to the web site, including some testimonials;
 Since this year’s Quinnipiac Business Showcase is closed to the public, Don asked if the EDC should do anything different. *Mark Gingras requested staff prepare a list of 10 great things about Wallingford that the EDC can use as talking points.*
- **P&Z Liaison** – Jim Wolfe said the PZC will discuss expanding the YLB zone at their upcoming meeting next week and a public hearing will be held in May. Mark asked if the EDC should prepare a letter to support this expansion; Jim suggested waiting until closer to the public hearing.

The Commission also discussed the closing of the Post Office facility; a Wallingford company has interest in pursuing the property but finds the Postal Service process slow. Tim Ryan said the Mayor has agreed to write a letter Rep. DeLauro. *Staff will look at other avenues to gain access to Postal Service decision makers.*
- **Retention/Incentives** – Gary Fappiano said the subject of the company visits was covered under staff reports. Regarding the Key Accounts Program, he had hoped to be ready to launch this month. However, he just finished another draft of the Excel template and sent it to Don for review.

Don Roe requested discussion return to the P&Z Liaison Committee report. He asked Jim Wolfe if he and Tim Ryan planned to meet again with Kacie Costello, Town Planner, to discuss what her work program might be for items like: expansion of the uses in the I-5 zone and the Downtown. Jim said they had not planned another meeting; he knows that she will be busy this year with work on the 10-year Plan of Development. The EDC felt that some items, put aside while P&Z worked on the IHZ, should be discussed again. Mark Gingras suggested asking Kacie to attend an EDC meeting to talk about her work program. Jim Wolfe agreed but said we need to develop a list of topics to discuss. Joe Mirra suggested asking her to the May 5 EDC meeting to discuss: the YLB, the Downtown, the expansion of uses in the I-5 zone and anything else she might wish to discuss. Members agreed.

6. **Discussion re: Quinnipiac Chamber of Commerce Business Showcase and Sign-up** – Discussed previously.
7. **Discussion re: EDC Budget Hearing on April 14 at 6:30 p.m.** – Joe Mirra asked that all of the EDC attend this budget hearing with the Town Council scheduled for Monday, April 14. *The budget hearing on the EDC is scheduled after Program Planning, Government TV and YSS; Don will see whether the order can be changed so that the EDC portion is discussed first.*
8. **Regional Matters (CCAED, GNHCofC, NHMA, QCofC, REX, WA)** – Tim Ryan mentioned he plans to attend a med-tech conference with REX in June. Joe Mirra distributed some material from Workforce Alliance for the EDC to read at their leisure. Dick Nunn said he will be attending a meeting with Adult Education regarding STEM (Science, Technology, Engineering and Math).

9. Community Involvement – No comments.

There being no further business, Jim Wolfe made a motion to adjourn the meeting at 7:47 p.m.; Tom Collette seconded the motion. By unanimous vote, the motion carried.

Sincerely,

Lynn M. Wolff, Secretary

Attachment

EDCRMin40714