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**Economic Development Commission
Special Meeting Minutes
November 18, 2013**

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

Members Absent: Rosemarie Preneta

Others Present: Doreen DeSarro, Bus. Recruiter
Don Roe, Ec. Dev. Coordinator
Lynn Wolff, Secretary

Chairman Joe Mirra called the special meeting of the Economic Development Commission to order at 6:35 p.m.

- 1. **Discussion and Possible Action on Regular Meeting Minutes dated October 7, 2013** – The secretary noted a misspelling in line 115; this will be corrected in the final copy. **Jim Wolfe made a motion to approve the October 7, 2013 regular meeting minutes as amended; Mark Gingras seconded the motion. The minutes were approved by unanimous vote.**

Dick Nunn and Doreen DeSarro arrived at 6:37 p.m.

- 2. **Discussion and Possible Action on Meeting Schedule for 2014** – Staff noted that a scheduled meeting date for July and August has been added. No Committee meeting schedules have been drafted. In order to reduce the number of times that meetings are cancelled and rescheduled as special meetings, staff suggests that the Retention/Incentive and Planning & Zoning Liaison Committees decide one month ahead, during a regularly scheduled EDC meeting, whether or not to hold a special committee meeting the next month. The Marketing Committee will need to draft a committee meeting schedule when it next meets. Jim Wolfe felt the July meeting was too close to a holiday; it was agreed to change the July date to July 14. **Mark Gingras made a motion to accept the EDC Meeting Schedule for 2014 as amended; Tom Collette seconded the motion. By unanimous vote, the motion carried.**

Gary Fappiano arrived at 6:40 p.m.

45 3. **Staff Reports** - Doreen DeSarro distributed and reviewed the October "Marketing Report" (*copy attached*).
46 Doreen asked Commissioners about staffing the EDC booth at the Greater New Haven Business Expo on
47 November 21; none of the Commissioners are available to help at the booth.

48 WCI and BOE have made progress on leasing space for a student art gallery and café to be run by high
49 school students. Jim Wolfe said that they are moving quickly to get this collaborative project done. Joe Mirra
50 said he feels this is a win-win project with WCI, BOE and Choate Rosemary Hall all working together.

51 Jim Wolfe said he attended the company visit with Advanced Turbine and felt it was very successful. The
52 EDC plans to introduce Advanced Turbine to another Wallingford business that might work well with them; it
53 is hoped that this meeting will take place in early December. Gary Fappiano said this idea of synergy should
54 be included in the Key Account Program; a question about working with other local companies should be
55 added. Dick Nunn said he attended the company visit to Stratus Technologies; it also was very good and
56 interesting. Doreen added that they are a young, growing start-up and all of the companies that are within the
57 Stratus building will be invited to the Mayor's State of the Town.

58 Don Roe said that the office has not received anything further from the Energy Conservation Commission
59 regarding the electric car charging stations; should staff contact them? Joe Mirra said to wait until they
60 contact us.

61 Don said there is a meeting with the Mayor on November 25 regarding the renewal of the incentives
62 programs and to request the item be forwarded to the Town Council for their December 10 meeting.

63 Don told the EDC that Dee Prior-Nesti (QCofC), Tony Rescigno (GNH CofC) and Ginny Kozlowski (REX)
64 will be invited to the January meeting to discuss regional/economic development issues. Staff had also
65 planned to schedule John Thompson, Town Engineer, to discuss the Research Parkway extension; the EDC
66 decided that the discussion with the Town Engineer should be put off until the February meeting so as not to
67 take away from the regionalism discussion.

68 Gary Fappiano asked about Middletown's incentive zone and how it applies to our Town. *Staff will*
69 *research this and have information ready by the time of the Town Council meeting.*

70 Don distributed a chart about school enrollment vs. budget. *Joe Mirra asked that a copy of this be sent to*
71 *each Commissioner.*

72 Don requested that Item 5 be discussed next; the EDC agreed.
73

74 5. **Discussion and Possible Action on December 2 Meetings** – Don Roe proposed rescheduling the
75 December meeting to December 9. Mr. Winston has asked to make a presentation regarding the hotel
76 project. Our new staff person should be in attendance. Mark Gingras said he would not be available on
77 December 9. All other members agreed to change the meeting to December 9. The Retention/Incentive
78 Committee plans to meet at 6 p.m. before this special meeting. The Planning & Zoning Liaison Committee
79 said to cancel its December meeting.
80

81 4. **Committee Reports**

- 82 • **Marketing** – It was agreed to reschedule the December Committee meeting to December 16 at 10:45
83 a.m.

84 • **P&Z Liaison** – Joe Mirra asked if the PZC has been discussing the YLB; Jim Wolfe said they have not
85 but are finishing up work on the IHZ. No further report.

86 • **Retention/Incentives** – Gary Fappiano said the list of businesses in Key Account Program has
87 been revised; they hope to start making calls in January or February. Joe Mirra asked that those making
88 calls remember to mention Workforce Alliance as a source of help.

89 Gary reviewed the proposed changes to the incentive programs and the cover letter to the Mayor.
90 Mark Gingras asked if information about the number of jobs could be added to the cover letter.

91
92 Tom Collette left at 7:30 p.m.

93
94 *Don Roe said staff will prepare some background information before the Town Council meeting.*

95 Jim Wolfe wondered if the Committee had thought about increasing the % of abatement for
96 manufacturers to 30%? Don said staff feels that these programs, as drafted, are a starting point and,
97 under State Statute, we have some flexibility. Staff would not recommend such an increase at this time
98 but it could be discussed on a case-by-case basis.

99 **Mark Gingras made a motion to accept the draft incentives and cover letter as presented;**
100 **Jim Wolfe seconded. By unanimous vote, the motion carried.**

101
102 **6. Regional Matters (CCAED, GNHCofC, NHMA, QCofC, REX, WA)** – No reports.

103
104 **7. Community Involvement** – Mark Gingras asked Dick Nunn how many times the Utilities send information to
105 the public? Dick said bills are sent monthly and a newsletter is done quarterly. Mark wondered if the EDC
106 might want to consider adding something to utility bills to highlight the new companies in Town. Don Roe
107 suggested sending a copy of the article published quarterly in the New England Real Estate Journal; we could
108 just order more copies. Doreen said sending a short blurb similar to the one she emails to a list of Site
109 Selectors. This idea will be discussed further.

110
111 **There being no further business, Mark Gingras made a motion to adjourn the meeting at 7:53 p.m.;**
112 **Jim Wolfe seconded the motion. By unanimous vote, the motion carried.**

113
114 Sincerely,
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116
117 Lynn M. Wolff, Secretary
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119 Attachment