

**Economic Development Commission
Special Meeting Minutes
May 25, 2010**

Members Present: Richard Nunn, Chairman
Tom Collette
Gary Fappiano
Mark Gingras
Jim Wolfe

Members Absent: Rosemarie Preneta
Joseph Mirra, Vice-Chairman

Others Present: Don Roe
Doreen DeSarro
Mayor Dickinson

Chairman Dick Nunn called the special meeting of the Economic Development Commission to order at 1:30 p.m.

- 1. Discussion Regarding Marketing Subcommittee's Business Survey and Next Steps**
– Don Roe and Doreen DeSarro reviewed the Marketing Subcommittee's business survey results received to date. Mark Gingras suggested that the results of the surveys should be reviewed and compiled (like the "charette") at an upcoming EDC meeting with all members participating. The EDC and staff discussed when to meet. Mark felt that all surveys should be completed by the end of June. This led to a discussion about the summer meeting schedule; *it was unanimously agreed to discuss item 3 next.*
- 3. Discussion Regarding Summer Meeting Schedule for EDC and Subcommittees** –
It was agreed to hold a special meeting of the EDC on August 2 to compile and analyze the business survey results. Staff suggested that a special meeting of the Planning & Zoning Liaison Subcommittee be scheduled for June 7 before the regularly scheduled EDC meeting. Doreen DeSarro said that staff will prepare a draft letter to the Planning & Zoning Commission regarding the I-5 Zone. Doreen mentioned that the Retention & Incentives Subcommittee is already scheduled to meet on June 7 at 6 p.m. Gary Fappiano said he cannot meet on June 7. Doreen will contact Rosemarie; if she is unable to meet, the Retention & Incentives Subcommittee meeting will be cancelled. No other special meetings are anticipated at this time.
- 2. Discussion Regarding Presentation for FY2010-11 Budget** – The motion passed by the Town Council at their May 11, 2010 meeting was distributed. The EDC has been asked to explain what has been done, what is being done and what our proposal is for the future. The EDC discussed how to answer the motion. The EDC reviewed a possible outline; staff is working to compile needed information. Each presenter will work on his/her section; staff is available to assist. Jim Wolfe said that all the work that Doreen DeSarro

does for each subcommittee should be mentioned. It was agreed that the EDC should make sure the Council understands Doreen works on the front line with businesses. Mark Gingras agreed and said that Doreen is the lifeline of the subcommittees. A draft letter to the Mayor regarding the requested report to the Town Council was distributed; it was unanimously agreed to send the letter with the samples of Doreen's regularly prepared reports. The EDC indicates in the letter that they are available to report at the June 8 Town Council meeting. Members discussed what additional points should be made at the Town Council meeting: 1) the Business Recruiter cannot work on a month-to-month basis – most projects take a long time to complete. The Mayor agreed that it could take months or even years from the initial contact with a business to the final contract – that is why this is a permanent, part-time position; 2) continuity is very important; and 3) Doreen is essential to the work of the EDC.

There being no further business, Tom Collette made a motion to adjourn the meeting at 2:50 p.m.; Jim Wolfe seconded the motion. By unanimous vote, the motion carried.

Sincerely,

Lynn M. Wolff