

**Town of Wallingford**  
**Economic Development Commission**  
**45 South Main Street, Room 311**  
**Wallingford, CT 06492**

March 2, 2023

TO: Members of the Economic Development Commission

FROM: Stacey Hoppes, EDC Secretary

SUBJECT: Regular Meeting Agenda – Monday, March 6, 2023 @ 6:30 p.m.

LOCATION: Town Hall, Room 315  
45 South Main Street  
Wallingford, CT 06492

1. Pledge of Allegiance
2. Discussion on Regular Meeting Minutes dated February 6, 2023 (*attach.*)
3. Review of Monthly Expenditure Reports – January 2023 & February 2023 (*attach.*)
4. Discussion on Warehousing
5. Discussion on Revised EDC Yearly Meeting Schedule 2023
6. Committee remarks
  - Marketing
    - Update on committee activities
    - **Next meeting:**
  - P&Z Liaison
    - Update on committee activities
    - **Next meeting:**
  - Retention/Incentives
    - Update on committee activities
    - **Next meeting:**
7. Staff report/regional matters
8. Chair's remarks
9. Other community business (*vote*)

**Dates to Remember:**

c: Town Clerk's Office (for posting)

ec: EDC Members  
Town Council (via T. Clerk)  
Kevin Pagini, P&Z

Maribel Carrion, QCC  
Ray Andrews, QCC  
GovMedia

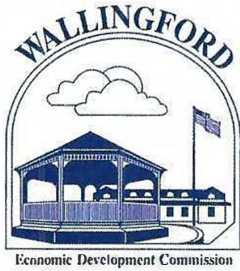
NH Reg., Htfd. Courant, R-J  
Website Rosemarie Preneta  
Jessica Wysocki Bill Comerford

*Individuals in need of auxiliary aids for effective communication in programs and services of the Town of Wallingford are invited to make their needs and preferences known to the ADA Compliance Coordinator at 203-294-2070 five days prior to meeting date.*

EDCRMAg030623

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**Town of Wallingford**  
**Economic Development Commission**  
**45 South Main Street, Room 311**  
**Wallingford, CT 06492**

**Economic Development Commission**  
**Regular Meeting Minutes**  
**February 6, 2023**

**Present:**

**Hank Baum, Commissioner**  
**Jim Wolfe, Commissioner**  
**Patty Powers, Commissioner**  
**Rob Fritz, Commissioner**  
**Tim Ryan, Commissioner**  
**Gary Fappiano, Alternate**  
**Patricia Cymbala, Alternate**

**Absent:**

**Mark Gingras, Vice Chair**  
**Anthony Bracale, Commissioner**

**Others Present:**

**Joe Mirra, Acting Economic Development Specialist**  
**Stacey Hoppes, EDC Secretary**

In absence of Vice Chair Mark Gingras, Commissioner Hank Baum called the regular meeting of the Economic Development Commission to order at 6:30 p.m.

1. **Pledge of Allegiance** – Commissioner Baum led the Commission in the Pledge of Allegiance.
2. **Discussion and Possible Action on Regular Meeting Minutes dated January 9, 2023** – Jim Wolfe made a motion to approve the minutes with minor corrections as presented. Gary Fappiano seconded the motion. The minutes were unanimously approved.
3. **Review of Monthly Expenditure Report – December 2022** – Hearing no comments, Commissioner Baum moved onto the next agenda item.
4. **Discussion on Revised EDC Yearly Meeting Schedule 2023** – This item was tabled for further review at a later meeting. Jim Wolfe suggested that the commission may want to add the time of the meeting to this discussion.
5. **Discussion and Vote: FY 2023-2024 Operating Budget** – The Commission had a brief discussion regarding the requested budget for FY 2023-24. Jim Wolfe made a motion to accept the requested budget as presented to be submitted for approval. Rob Fritz seconded the motion. Motion was unanimously approved.

49 **6. Committee Remarks**

- 50
- 51 ➤ **Marketing** – Rob Fritz gave an update on the Marketing Committee’s special meeting of  
52 January 26, 2023.
- 53 • The Economic Development Specialist job announcement is being posted on February  
54 2. The closing date for applications to be submitted is February 17, 2023.
  - 55 • The committee approved allocating \$1,000 of Promotional funds to Wallingford Center  
56 Inc. to assist in their marketing efforts for their Restaurant Hop 2023 Annual event,  
57 same as in previous years.
  - 58 • The application for the CT Communities Challenge Grant that was submitted for the  
59 Historic Railroad Station Re-Use project was not approved. The EDC is gathering  
60 more information and going over possible options to continue this project.
  - 61 • The committee is currently working on new artwork and landscape clearing for 3 of the  
62 existing EDC billboards. The committee is also researching the possibility of having  
63 welcome signs around town. The commission had a brief discussion about what  
64 aspects of this project should be researched, including but not limited to placement,  
65 cost, maintenance, sponsorship, and liability. Discussions on billboards and welcome  
66 signs will continue at the next Marketing Committee meeting.
  - 67 • The Marketing Committee and the Retention Incentives Committee are having a  
68 combined Special Meeting on February 24, 2023. The committees will be discussing  
69 reintroducing the Broker’s Breakfasts this spring, as well as other topics.
  - 70 • **Next Meeting:** Friday, February 24, 2023 @ 12:00pm (noon) Town Hall, Rm 315  
71
  - 72 • **P&Z Liaison** – Hank Baum informed the Commission that the PZC will have a Public  
73 Meeting regarding the possibility of a temporary moratorium for warehouses on  
74 February 15<sup>th</sup> at 7pm. The commission had an in-depth discussion regarding what this  
75 could mean for the town economy they agreed to submit a letter to the PZC with their  
76 concerns about the moratorium. Warehousing has a variety of categories that the PZC  
77 should take into consideration when discussing a moratorium, and the EDC  
78 recommends having a workshop. The commission would not want to miss out on an  
79 opportunity that could be great for Wallingford.
  - 80 • **Next Meeting:** No meeting scheduled  
81
- 82 ➤ **Retention/Incentives** – Patty Powers stated that they did not have a meeting in January.
- 83 • Jim Wolfe suggested adding a discussion regarding office space vacancy and the  
84 possibility of creating a Building Conversion Incentive to their next agenda.
  - 85 • Joe Mirra suggested reviewing the current incentives and having a discussion on  
86 possible modifications. Powers stated that this discussion will be on next meeting  
87 agenda.
- 88 **Next Meeting:** Retention Incentives Committee & Marketing Committee - Combined  
89 Special Meeting ~ Friday, February 24, 2023 @ 12:00pm (noon) Town Hall, Rm 205  
90
- 91 **7. Staff Report/regional matters** – Staff updated that the EDC Specialist Job Announcement was  
92 posted through all EDC digital channels, added to the town website, and Human Resources



02/01/2023 14:38  
kcharest

Town of Wallingford  
EXPENDITURES THROUGH 01/31/23

P 1  
glytdbud

7/12 = 58%

FOR 2023 07

JOURNAL DETAIL 2023 7 TO 2023 7

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
-----							
10011050 ECONOMIC DEVELOPMENT COMMISSIO							
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51000 REGULAR SALARIES & WAGES	80,780	80,780	5,840.87	1,909.44	.00	74,939.13	7.2% ✓
55110 TRANSPORTATION REIMBURSEMENT	1,500	1,500	.00	.00	.00	1,500.00	.0% ✓
55405 PROMOTIONAL EXPENSES	30,250	30,250	6,757.00	.00	2,808.00	20,685.00	31.6% ✓
56100 OFFICE EXPENSES & SUPPLIES	1,700	1,700	711.92	.00	188.08	800.00	52.9% ✓
58810 DUES AND FEES	2,500	2,500	150.00	.00	.00	2,350.00	6.0% ✓
TOTAL ECONOMIC DEVELOPMENT COMMIS	116,730	116,730	13,459.79	1,909.44	2,996.08	100,274.13	14.1%
GRAND TOTAL	116,730	116,730	13,459.79	1,909.44	2,996.08	100,274.13	14.1%

\*\* END OF REPORT - Generated by Kathleen Charest \*\*

OK  
Smith





# Town of Wallingford, Connecticut

02/28/2023 09:47  
kcharest

Town of Wallingford  
EXPENDITURES THROUGH 02/28/23

8/12 = 67%

P 1  
glytdbud

FOR 2023 08

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
10011050 ECONOMIC DEVELOPMENT COMMISSIO							
51000 REGULAR SALARIES & WAGES	80,780	0	80,780	8,761.19	.00	72,018.81	10.8% ✓
55110 TRANSPORTATION REIMBURSEMENT	1,500	0	1,500	.00	.00	1,500.00	.0% ✓
55405 PROMOTIONAL EXPENSES	30,250	0	30,250	7,757.00	2,808.00	19,685.00	34.9% ✓
56100 OFFICE EXPENSES & SUPPLIES	1,700	0	1,700	711.92	188.08	800.00	52.9% ✓
58810 DUES AND FEES	2,500	0	2,500	150.00	.00	2,350.00	6.0% ✓
TOTAL ECONOMIC DEVELOPMENT COMMISSIO	116,730	0	116,730	17,380.11	2,996.08	96,353.81	17.5%
GRAND TOTAL	116,730	0	116,730	17,380.11	2,996.08	96,353.81	17.5%

\*\* END OF REPORT - Generated by Kathleen Charest \*\*

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