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5 **Economic Development Commission**  
6 **Regular Meeting Minutes**  
7 **March 5, 2018**  
8

9 **Present:** Joe Mirra, Chair  
10 Patricia Cymbala, Commissioner  
11 Mark Gingras, Commissioner  
12 Rosemarie Preneta, Commissioner  
13 Jim Wolfe, Vice-Chair  
14 Hank Baum, Alternate/Voting Member  
15 Ed Zavaski, Alternate/Voting Member

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17 **Absent:** Gary Fappiano, Commissioner  
18 Russ Mills, Alternate  
19

20 **Others Present:** Tim Ryan, Economic Development Specialist  
21 Lynn Wolff, Secretary  
22 Jessica Wysocki  
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24 Chair Joe Mirra called the regular meeting of the Economic Development Commission to order at 6:30 p.m. The  
25 Chair asked Alternates Baum and Zavaski to serve as voting members.  
26

- 27 **1. Discussion and Possible Action on Regular Meeting Minutes dated February 5, 2018 – Mark Gingas**  
28 **made a motion to approve the minutes as drafted; Patricia Cymbala seconded the motion. By a vote of**  
29 **6 yeases and 1 abstention (Commissioner Wolfe), the motion carried.**

30 Joe Mirra said that he realized, after last month's meeting, that some of the newer members might not  
31 know about REX and explained that REX is a regional economic development organization. Wallingford was a  
32 former member. CEO Ginny Kozlowski, as a gesture of goodwill, continues to keep Wallingford informed about  
33 REX programs that might benefit Wallingford.  
34

- 35 **2. Review of Monthly Expenditure Report – Jim Wolfe asked if the money currently in the capital fund will be**  
36 **used this year. Tim Ryan explained that the money was originally earmarked for a sign at the new entrance**  
37 **ramp off River Road onto Route 15; however, the desired location has been landscaped with trees. It was**  
38 **proposed that a portion of the money be transferred to a new capital account for solar lighting for one of the I-**  
39 **91 billboards. Hank Baum said he knows people who work in that field and could pass their contact information**  
40 **along to Tim; Tim said he would appreciate that.**

41 The second item concerning this year's budget is a \$2,000 transfer from Promotional Expenses -- \$1,000  
42 each to Dues & Fees and Transportation. This transfer will cover expenses through the end of this fiscal year.

43 **Mark Gingras made a motion to approve the two amendments to the current year's budget as**  
44 **presented; Patricia Cymbala seconded the motion. By unanimous vote, the motion carried.** Staff will go  
45 before the Town Council to seek final approval.

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47 **3. Committee Reports**48 **• Marketing –**

49 ➤ **Update on meeting discussion** – Mark Gingras reported that the Marketing Committee met on  
50 February 26. The Committee reviewed and made minor changes to the draft text for the tri-fold  
51 brochure. *Mark asked staff to forward the text to the EDC for their review as well.* Tim Ryan  
52 added that he will be meeting with the printer this week.

53 Regarding the solar lighting of the signs, Tim has begun researching how this should best be  
54 done. There is a lot to learn but staff has started the process.

55 On March 22 the Public Library and EDC will host the third “Made in Wallingford” event – this  
56 time Z-Medica will be highlighted. Previous attendance has been poor so Mark asked that as many  
57 EDC members plan to attend as possible and, in addition, he asked that each member bring a  
58 guest. *Joe Mirra requested that staff email the flyer for this event to the EDC reminding them to*  
59 *help with advertising by posting it on social media.*

60 Jim Wolfe suggested Marketing consider emphasizing that Wallingford is fiscally responsible.  
61 Mark said the Committee will consider that suggestion and noted they had decided to next focus on  
62 Location, Location, Location – Wallingford is within a 20 minute commute to over 50% of  
63 Connecticut's workforce.

64 ✦ **Discussion and possible action on 2018-19 budget and Discussion and possible**  
65 **action on budget transmittal letter to Mayor** – Will be discussed later during this meeting.

66 ➤ **Next meeting:** March 28, 2018 at 9:30 a.m., Room 205.

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68 **• P&Z Liaison –**

69 ➤ **Update on Committee activities** – Members of the Committee attended the February meeting of  
70 the Planning & Zoning Commission (PZC) to listen to the discussion concerning the proposed zone  
71 change requested for 50 South Main Street. During the presentation to PZC, the applicant revealed  
72 he wanted to complete the residential component before starting on the commercial building. The  
73 PZC said the commercial building shell must be completed before CO's would be granted for the  
74 residential component. As a compromise, the PZC decided it would allow 50% of the CO's for the  
75 apartments at 50 South Main Street to be granted but no more until the commercial building on the  
76 Center Street parcel is built. EDC members in attendance felt that the PZC tried very hard to  
77 accommodate the applicant. Patricia Cymbala commented that a sign has been erected on the

78

79 Center Street parcel with the artist's rendering of the proposed commercial building; members  
80 agreed this was a positive step.

81 ➤ **Next meeting** – None scheduled.

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83 ● **Retention/Incentives** –

84 ➤ **Update on Committee activities** – Rosemarie Preneta said the Committee did not have a meeting  
85 during February; they are waiting for one member to suggest a meeting date. She reminded  
86 members that the next company visits are scheduled for May 8 and 10.

87 ➤ **Next meeting** – No date scheduled.  
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89 Rosemarie Preneta left the meeting at 7:00 p.m.

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91 **4. Chairman's remarks** –

- 92 ● **EDC Membership** – Joe Mirra told the EDC that Tom Collette, a member for many years, resigned  
93 from the Commission at the end of February. All members agreed Tom will be missed. The vacancy  
94 was discussed with the Mayor and Hank Baum was contacted to see if he would be willing to be  
95 appointed as a Commissioner. Hank agreed and, after his appointment, he will finish Tom Collette's  
96 term. A new candidate for the Alternate position will soon be interviewed and Joe is hopeful the  
97 vacancy will be filled quickly.
- 98 ● Chair Mirra discussed a new program being offered through HUBCAP called the "Employee Pipeline".  
99 Wallingford companies that have vacancies can complete a form and HUBCAP will work with  
100 Workforce Alliance, YSS, the school system and others to fill the vacancies. Joe distributed copies of  
101 the form and asked all members to get a local business to complete the form. Mark Gingras asked how  
102 many positions the program hoped to fill; Joe said the Employee Pipeline is an on-going program--  
103 they'll fill as many as they can.

104 He also asked members to urge local businesses to hire at least one high school student this  
105 summer for six weeks; Joe can be contacted for more information.

106 The Commission discussed how to improve on the standard job fair. Joe Mirra commented that  
107 after a job fair, there are many applicants who were not hired. It would be great if those who didn't get  
108 hired were funneled toward another vacancy in Town. Patricia Cymbala said it would be interesting to  
109 start a database to figure out what the people not hired lacked so they could attend Adult Education  
110 classes to strengthen their skills; Joe agreed but cautioned that privacy issues might be a problem.  
111

112 **5. Staff reports/regional matters** –

- 113 ● **Discussion and possible action on 2018-19 budget and Discussion and possible action on**  
114 **budget transmittal letter to Mayor** – Tim Ryan said the Mayor asked departments to submit a level  
115 funded budget for 2018-19; attached to this agenda is such a budget. The total Operating &

116 Maintenance budget is the same as the current year -- \$35,950; in addition, a capital request of \$6,000  
117 is requested to cover the cost of solar lighting of our billboards. **Mark Gingras made a motion to**  
118 **recommend that the draft budget and transmittal letter be forwarded to the Mayor as drafted; Ed**  
119 **Zavaski seconded the motion. By unanimous vote, the motion carried.** Joe Mirra asked if a date  
120 has been set for the Town Council budget hearing; Tim said no but he will notify the EDC once the  
121 meeting is schedule.  
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123 Regarding the staff report, Tim reviewed items from the March monthly report sent out with the agenda.  
124 Highlighted items include:

- 125 ➤ Calare Properties purchased the BMS facility; the Town will work with them to make sure the  
126 highest and best use for the entire 180-acre parcel is found. *Staff will forward to the EDC the*  
127 *marketing package and video that Calare prepared.*
- 128 ➤ The Town received confirmation from the State regarding the TOD grant for \$175,000. The  
129 process to utilize this grant has begun
- 130 ➤ WCI and the EDC will host the joint CT Main Street Center/CEDAS annual meeting here in  
131 Wallingford on April 26. Tim urged Commissioners to attend this meeting and help with the tour  
132 of the Town Center. More Commissioners attending would allow for manageable-sized tours,  
133 with smaller groups. The tours will end at The Library Wine Bar and Bistro for lunch. *Staff will*  
134 *forward to the EDC information on this event.*  
135

136 6. **Dates to Remember** – Joe Mirra asked members to review the Dates to Remember. Regarding the QCC  
137 business expo on April 5, Tim distributed a sign-up sheet and asked the EDC to help with booth coverage at  
138 this event.  
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140 7. **Community Involvement** – No comments.  
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142 **There being no further business, Ed Zavaski made a motion to adjourn the meeting at 7:30 p.m.; Jim Wolfe**  
143 **seconded the motion. By unanimous vote, the motion carried.**

144 Sincerely,  
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149 Lynn M. Wolff, Secretary  
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