

## **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 Andrewsen, 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.

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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:

Absent:

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

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Mark Gingras, Vice Chair

**Anthony Bracale, Commissioner** 

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Others Present:

Joe Mirra, Acting Economic Development Specialist

Stacey Hoppes, EDC Secretary

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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.

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28 1. Pledge of Allegiance – Commissioner Baum led the Commission in the Pledge of Allegiance.

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30 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.

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38 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.

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42 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.

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## 49 6. Committee Remarks

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> Marketing - Rob Fritz gave an update on the Marketing Committee's special meeting of January 26, 2023.

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 The Economic Development Specialist job announcement is being posted on February 2. The closing date for applications to be submitted is February 17, 2023.

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 The committee approved allocating \$1,000 of Promotional funds to Wallingford Center Inc. to assist in their marketing efforts for their Restaurant Hop 2023 Annual event, same as in previous years.

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• The application for the CT Communities Challenge Grant that was submitted for the Historic Railroad Station Re-Use project was not approved. The EDC is gathering more information and going over possible options to continue this project.

• The committee is currently working on new artwork and landscape clearing for 3 of the existing EDC billboards. The committee is also researching the possibility of having welcome signs around town. The commission had a brief discussion about what aspects of this project should be researched, including but not limited to placement, cost, maintenance, sponsorship, and liability. Discussions on billboards and welcome signs will continue at the next Marketing Committee meeting.

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 The Marketing Committee and the Retention Incentives Committee are having a combined Special Meeting on February 24, 2023. The committees will be discussing reintroducing the Broker's Breakfasts this spring, as well as other topics.

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• Next Meeting: Friday, February 24, 2023 @ 12:00pm (noon) Town Hall, Rm 315

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 P&Z Liaison – Hank Baum informed the Commission that the PZC will have a Public Meeting regarding the possibility of a temporary moratorium for warehouses on February 15th at 7pm. The commission had an in-depth discussion regarding what this could mean for the town economy they agreed to submit a letter to the PZC with their concerns about the moratorium. Warehousing has a variety of categories that the PZC should take into consideration when discussing a moratorium, and the EDC recommends having a workshop. The commission would not want to miss out on an opportunity that could be great for Wallingford.

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Next Meeting: No meeting scheduled

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> Retention/Incentives - Patty Powers stated that they did not have a meeting in January.

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Jim Wolfe suggested adding a discussion regarding office space vacancy and the possibility of creating a Building Conversion Incentive to their next agenda.

86 87 Joe Mirra suggested reviewing the current incentives and having a discussion on possible modifications. Powers stated that this discussion will be on next meeting agenda.

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Next Meeting: Retention Incentives Committee & Marketing Committee - Combined Special Meeting ~ Friday, February 24, 2023 @ 12:00pm (noon) Town Hall, Rm 205

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91 7. Staff Report/regional matters – Staff updated that the EDC Specialist Job Announcement was posted through all EDC digital channels, added to the town website, and Human Resources

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127 128 posted to their avenues on February 3, 2023. Deadline for submitting an application is February 17<sup>th</sup>. Staff will have an update at the next meeting.

- Commissioner Fritz requested looking into the parking requirements for Judd Square and Parker Place at the January meeting...Mirra updated that these complexes are not in the Incentive Housing Zone (IHZ), so they have different parking requirements. There was a brief discussion regarding the parking requirements in the IHZ. Staff will attend the Planning and Zoning workshop and report back to the commission. Commissioners should attend if available. Secretary Hoppes will forward Workshop details to the commission once received.
- > Staff updated that ARPA Applications are being reviewed throughout February and March by the ARPA Application Review Committee. Their next meeting is February 16, 2023 at 6:30pm.
- > Staff created a letter of interest to submit to developers to gather perspectives on what is the best way to approach the Historic Railroad Station Reuse Project and to get some market information on best type of use. If the EDC does not move forward with the possible reuse of the facility, the building maintenance will be added to Public Works list of tasks.
- 111 8. Chair's Remarks Baum welcomed Tim Ryan as a new commissioner of the EDC. He added that Rob Fritz and Anthony Bracale are now full members of the EDC. Thank you for joining the commission as full members. Baum also updated that Gary Fappiano and Patricia Cymbala are going to fill the Alternate spots on the commission. Thank you members for all your dedication to the commission and the town.
- 117 9. Next meeting Date: March 6, 2023 @ 6:30pm ~ Town Hall, Room 315

There being no further business, Patty Powers made a motion to adjourn the meeting at 7:48 p.m.; Gary Fappiano seconded the motion. By unanimous vote, the motion carried.

Sincerely,

Stacey Hoppes, Secretary

EDCRMMin020623Dr

02/01/2023 14:38 kcharest Town of Wallingford EXPENDITURES THROUGH 01/31/23

7/12 = 58%

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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							,
51000 REGULAR SALARIES & WAGES 55110 TRANSPORTATION REIMBURSEMENT 55405 PROMOTIONAL EXPENSES 56100 OFFICE EXPENSES & SUPPLIES 58810 DUES AND FEES	80,780 1,500 30,250 1,700 2,500	80,780 1,500 30,250 1,700 2,500	5,840.87 .00 6,757.00 711.92 150.00	1,909.44 .00 .00 .00	.00 .00 2,808.00 188.08	74,939.13 1,500.00 20,685.00 800.00 2,350.00	7.2% / .0% / 31.6% / 52.9% / 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%

<sup>\*\*</sup> END OF REPORT - Generated by Kathleen Charest \*\*



02/28/2023 09:47 kcharest Town of Wallingford EXPENDITURES THROUGH 02/28/23 8/12 = 67%

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FOR 2023 08

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

