

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

May 18, 2023

TO: Members of the Economic Development Commission

FROM: Stacey Hoppes, EDC Secretary

SUBJECT: Regular Meeting Agenda – Monday, May 22, 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 April 3, 2023 (**attach.**)
3. Review of Monthly Expenditure Reports – March 2023 & April 2023 (**attach.**)
4. Committee remarks
  - Marketing & Retention Incentives
    - Update on committee activities
    - **Next meeting:**
  - P&Z Liaison
    - Update on committee activities
    - **Next meeting:**
5. Staff report/regional matters
6. Chair's remarks
7. Other community business (**vote**)

**Dates to Remember:**

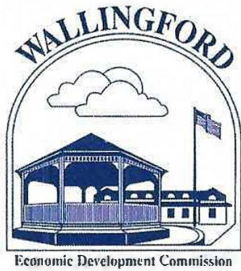
5/23 Town Council Meeting	6/26 EDC Meeting
6/12 PZC Meeting	6/27 Town Council Meeting
6/13 Town Council Meeting	

c: Town Clerk's Office (for posting)

ec: EDC Members	Maribel Carrion, QCC	NH Reg., Htfd. Courant, R-J
Town Council (via T. Clerk)	Ray Andrewsen, QCC	Website Rosemarie Preneta
Kevin Pagini, P&Z	GovMedia	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.*

EDCRMAG052223Dr



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

**Economic Development Commission**  
**Regular Meeting Minutes**  
**April 3, 2023**

**Present:**

**Hank Baum, Commissioner**  
**Anthony Bracale, Commissioner**  
**Rob Fritz, Commissioner** (*arrived at 6:36pm*)  
**Tim Ryan, Commissioner**  
**Jim Wolfe, Commissioner**  
**Patricia Cymbala, Alternate**

**Absent:**

**Mark Gingras, Vice Chair**  
**Patty Powers, Commissioner**  
**Gary Fappiano, Alternate**

**Others Present:**

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

In absence of Vice Chair Mark Gingras, 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 March 6, 2023** – Jim Wolfe made a motion to approve the minutes as presented. Anthony Bracale seconded the motion. The minutes were unanimously approved.
3. **Review of Monthly Expenditure Report – March 2023** – Expenditure Report not available. Will review at next meeting. Commissioner Baum moved onto the next agenda item.
4. **Committee Remarks**
  - **Marketing & Retention Incentives** – Commissioner Fritz updated that the Marketing Committee had a combined special meeting with the Retention Incentives Committee on March 17, 2023.
    - The committee is continuing to work on updating the billboards. Final artwork was approved at the last meeting. Secretary Hoppes is awaiting quotes for the landscape clearing, billboard printing, and installation to submit to the committees at the next meeting. Hoppes will email the final billboard artwork to the Commission.

- 47 • Broker's Breakfast update – The committees are continuing to work on organizing an  
48 initial breakfast event, tentatively for June. This discussion will continue at the next  
49 meeting.
- 50 • The committees are continuing to gather information regarding the use of a CRM  
51 software for business leads and retention. This discussion will continue at the next  
52 meeting.
- 53 • **Next Meeting:** Retention Incentives Committee & Marketing Committee - Combined  
54 Special Meeting ~ Friday, April 21, 2023 @ 11:00 am – Room 205  
55
- 56 ➤ **P&Z Liaison** – Commissioner Baum stated that the committee has not had a meeting, but  
57 that they have attended multiple Planning & Zoning Commission meetings/workshops.
- 58 • The Choate project to add an Administrative Building and underground parking at 59  
59 North Elm Street has been continued to the PZC April Meeting.
- 60 • PZC held a Special meeting to discuss Warehousing in the IX and WI zones, and  
61 Parking Requirements in the Town Center District. Commissioners Wolf, Ryan and  
62 Staff Mirra attended this special meeting.
- 63 • Wolf stated that he feels that the PZC is looking to eliminate Warehousing  
64 completely. Manufacturers in town need warehousing. The Commission had a  
65 discussion about their concerns with the warehousing moratorium. Staff Mirra  
66 stated that there is a need for educating everyone involved of the multiple types  
67 of warehousing establishments, and which ones are necessary for continued  
68 economic growth in Wallingford. He suggests simplifying the process by  
69 looking at the warehousing types, the zones that are existing, and then see  
70 which zones each of these warehousing types would be permitted and/or  
71 prohibited. The commission discussed the importance of Automated (AI)  
72 Warehousing for online retailers. The EDC is not in favor of the moratorium on  
73 warehousing and would like to see it end sooner than later. Commissioner  
74 Ryan stated that removing the moratorium and having all warehouse applicants  
75 apply for a special permit would be a better solution. Staff Mirra stated that the  
76 Town Planner, Town Engineer and the PZC are continuing to gather  
77 information and will continue the discussion at their next meeting. EDC  
78 Commissioners are encouraged to attend the PZC meetings/workshops related  
79 to the warehousing discussions.
- 80 ➤ Commissioner Wolf thinks that the PZC seems to be leaning toward a “zero” minimum  
81 parking requirement. The PZC has asked for the EDC's recommendations. The  
82 commission had a discussion regarding the parking requirements in the Town Center  
83 District and feel that the minimum should be 0.75 parking space per 1-2 bedroom unit.  
84 The Planning & Zoning Liaison Committee will hold a Special Virtual Meeting to  
85 discuss writing a letter to submit to the PZC. **Jim Wolfe made a motion for the  
86 Planning & Zoning Liaison Committee to submit a letter to the Planning &  
87 Zoning Commission with their recommendations prior to the PZC meeting on  
88 April 10, 2023; Patricia Cymbala seconded the motion. By unanimous vote, the  
89 motion carried.**
- 90 • **Next Meeting:** Special Virtual Meeting - April 10, 2023 @ 8:30am

- 91  
92 5. **Staff Report/regional matters** – Staff Mirra stated that he will reach out to the DECD and  
93 AdvanceCT for any information to support the Warehousing initiative.  
94       ➤ ARPA Application Review Committee has suspended any action going forward on  
95 applications that have not been reviewed. Mirra suggested that the EDC go to the next  
96 Town Council meeting and ask what the next steps are for the remaining ARPA  
97 applications during Public Comment. **Rob Fritz made a motion to approach Town**  
98 **Council at their next meeting to suggest moving forward with approvals for all**  
99 **applications that have been forwarded to the ARPA Application Review**  
100 **Committee by the consultant, UHY; Patricia Cymbal seconded the motion. By**  
101 **unanimous vote, the motion carried.**  
102       ➤ The interviews for the ED Specialist position will begin April 4<sup>th</sup>. Will have another  
103 update at the May meeting.  
104       ➤ The State of CT Executive Order for Outdoor Dining ends on April 15, 2023. The Town  
105 Planner is working on a plan for Town Center restaurants to continue outdoor dining.  
106 The commission discussed that outdoor dining not only affects the restaurants in  
107 Simpson Court/Town Center, but also restaurants like Colony Diner, Wood N Tap that  
108 have previously set up tents and tables in their parking lots. **Jim Wolf made a motion**  
109 **to send a letter to the Planning & Zoning Commission to show support of, and**  
110 **request an update on Outdoor Dining; Anthony Bracale seconded the motion. By**  
111 **unanimous vote, the motion carried.**  
112  
113 6. **Chair's Remarks** – None  
114  
115 7. **Next meeting Date:** May 22, 2023 @ 6:30pm ~ Town Hall, Room 315  
116

117 **There being no further business, Patricia Cymbala made a motion to adjourn the meeting**  
118 **at 7:58 p.m.; Jim Wolf seconded the motion. By unanimous vote, the motion carried.**  
119

120  
121 Sincerely,  
122

123  
124 Stacey Hoppes, Secretary  
125  
126  
127

04/05/2023 10:42  
kcharest

Town of Wallingford  
EXPENDITURES THROUGH 03/31/23

P 1  
glytdbud

9/12 = 75%

FOR 2023 09

JOURNAL DETAIL 2023 9 TO 2023 9

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
-----							
10011050 ECONOMIC DEVELOPMENT COMMISSIO							
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51000 REGULAR SALARIES & WAGES	80,780	0	80,780	12,452.77	.00	68,327.23	15.4% ✓
55110 TRANSPORTATION REIMBURSEMENT	1,500	0	1,500	.00	.00	1,500.00	.0% ✓
55405 PROMOTIONAL EXPENSES	30,250	0	30,250	8,403.00	2,162.00	19,685.00	34.9% ✓
56100 OFFICE EXPENSES & SUPPLIES	1,700	0	1,700	897.86	2.14	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	21,903.63	2,164.14	92,662.23	20.6%
GRAND TOTAL	116,730	0	116,730	21,903.63	2,164.14	92,662.23	20.6%

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



10/12 = 83%

FOR 2023 10

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
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10011050 ECONOMIC DEVELOPMENT COMMISSIO							
-----							
51000 REGULAR SALARIES & WAGES	80,780	80,780	15,373.09	2,920.32	.00	65,406.91	19.0% ✓
55110 TRANSPORTATION REIMBURSEMENT	1,500	1,500	.00	.00	.00	1,500.00	.0% ✓
55405 PROMOTIONAL EXPENSES	30,250	30,250	8,403.00	.00	2,162.00	19,685.00	34.9% ✓
56100 OFFICE EXPENSES & SUPPLIES	1,700	1,700	897.86	.00	2.14	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	24,823.95	2,920.32	2,164.14	89,741.91	23.1%
GRAND TOTAL	116,730	116,730	24,823.95	2,920.32	2,164.14	89,741.91	23.1%

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