

**Town Of Trumbull
Economic and Community Development Commission
Meeting Minutes
February 3, 2016 7:15 p.m.
Trumbull Town Hall**

Being there was no quorum, these notes are for discussion purposes only.

Chairman: Ralph Sather

Present: Commissioners Beryl Kaufman, Jackie Galiani, Mark Smith

Land Use Planner: Rob Librandi

Chairman Sather called the meeting to order at 7:15 p.m. and made a motion to approve the January 6th meeting minutes. Ms. Kaufman accepted the motion, which was seconded by Mark Smith and unanimously approved by the Commission.

Commission Membership

Chairman Sather advised that they are expecting two additional new members within the next month.

New Economic & Community Development Director

Chairman Sather stated Rob Librandi will be filling in for the Economic & Community Development Director in the interim and applicant interviews have been scheduled for next month. Chairman Sather and Jackie Galiani will be part of the interview team and will have the opportunity to share the Commission's projects and objectives.

2016 Strategic Initiatives

Chairman Sather reviewed with the Chief of Staff and Rob Librandi the strategic initiatives that were discussed at the last meeting and a copy was submitted to the First Selectman. The ECDC Goal is to have one or more commissioners work with the new director on each of these initiatives based on their interests and skills.

1. **Website & Video Overhaul** – Including a quarterly report, a You Tube video on the Town website, a Town Directory, and full integration with the Chamber of Commerce and the Rotary. (Project Administrator – Ralph Sather, Rob Librandi)

Rob Librandi will be contacting Byron Campbell from Firelight Media Group regarding suggestions for the video update.

2. **Develop A Comprehensive Outreach Program** – Targeting existing tenants, insuring they know they have contacts and resources to assist them as needed. (Project Administrator – Ralph Sather, Mark Smith)
3. **Resident Education** - Insuring Town residents understand our Economic Development progress via an electronic newsletter and posters displayed in high traffic areas highlighting new developments. (Project Administrator – Beryl Kaufman)

4. **SCOOP Luncheon** – Slide show highlighting what happened in the town this past year and what is up and coming for 2016. The Business Appreciation Breakfast has been rescheduled for the fall, and will include this presentation format. (Project Administrator – Evelyn Zamary, Beryl Kaufman)
5. **Support the Modernization of Trumbull's Commercial Buildings** – Identify resources and grants and make our clients aware of what's available to support owners and developers.
6. **Evaluate, Enhance & Maintain our Business Communication Data Base** – Refine and maintain this essential electronic communications resource. (Project Administrator - Jackie Galiani)
7. **Promote Trumbull Locally, Regionally and Nationally** – Communicate Trumbull's outstanding community and business environment locally, regionally and nationally via appropriate media and direct communications programs. At a minimum, initiate a mailing every 6 months to location consultants nationally. (Project Administrator: Mark Smith will be starting a promotional data base for relocation consultants.)
8. **Update, Upgrade and Insure Communications Consistency** – review and modify all communications material and programs to insure a common look, feel and message. Eliminate spending no longer deemed effective and create new efforts to maximize reach and impact.

DIRECTOR'S REPORT

Madison Village (4244 Madison Avenue)

- Romanicci's and Upper Crust Bakery have received building permits to start interior construction. They are working on their signage and both should be opening in March
- There is one vacancy left
- Staff is working with the developer and the Police Commission on how to alleviate the traffic/parking issues

Village at Long Hill Green (10 Broadway)

- Construction is still active and there is a great deal of interest in the apartments
- Working with staff and developers to create a unified signage plan to submit to Planning & Zoning
- There is no assigned apartment parking – will review specs with developer and also possibly generate stickers to tenants to monitor legitimate parking
- Mex on Main restaurant has started interior renovations and should be requesting their Certificate of Occupancy

Christina Heritage School (575 White Plains Rd.)

- Received approval from P&Z for parking lot garage, signage and landscaping
- Will come back in the spring to P&Z for a classroom addition

Greater Bridgeport Board of Realtors (White Plains Rd.)

- They are in the final stages of receiving their temporary Certificate of Occupancy

Planning & Zoning Commission Special Meeting

There was a special meeting last week to discuss Regulations Amendment:

- Parking situation in Trumbull with Police Commission to review the standard for current regulations
- Increasing the height of buildings in certain zones to push for more economic development

There being no further business, Chairman Sather made the motion to adjourn at 8:20 p.m., accepted by Mark Smith, seconded by Jackie Galiani and noted in favor unanimously by the Commission.

Respectfully submitted,

Gail Andreyka
Administrative Clerk