



Town of Trumbull Economic Development Commission Meeting

Long Hill Room
5866 Main Street
Trumbull, CT 06611
Tuesday, June 16, 2009
7:15 p.m.

AGENDA

- | | | |
|----|-----------------------------------|-------------|
| 1. | Approval of March Meeting Minutes | B. Matthews |
| 2. | Director's Report | D. Cox |
| 3. | Interviews for Director Position | Commission |

Call to Order: The meeting of the Town of Trumbull Economic Development Commission was called to order at 7:15 p.m. by Chairman Bob Matthews.

In Attendance: In attendance were the following Commissioners:

Jim Abraham	Martin Arnold	Patricia Connelly
Tom Ginis	Beryl Kaufman	Susan Kohn
Bob Matthews	Karl Mizak	

Invited Guest: Lucy Texeira – HR Director from Aquarion

Absent: John Malfettone
Deborah Cox, Director of Economic Development

Meeting Minutes:

1. The minutes of the May 19, 2009 meeting were unanimously approved.
Beryl -- motion; Martin -- second
2. The Director's report was distributed -- Matthews also noted that the makeup of the Trefoil project would be changed as the Assisted Living company will not be building there. More info in the future.
3. The updated Implementation Plan for the overall Econ Dev. Plan was also distributed. This section which contains the objectives for the ED Director had been previously approved at May meeting.
4. Director selection:
Matthews introduced Ms. Texeira, who served as an external consultant (pro bono) to the screening and selection process.

> Karl Mizak and Jim Abraham reviewed the process that was used by the search subcommittee in recommending the two finalists for the Econ Dev. Director role. It was emphasized that the group needed to utilize Purchasing practices because this was going to be a "purchased services" arrangement, yet posted the role on both the Town website and the CT Post

> The Commission then went into executive session (along with Ms, Texeira) to interview the two finalists for the role.

> After the interviews, the EDC made a unanimous decision to notify the 1st Selectman that the commission selected Deborah Cox as it's choice as the role of Econ. Dev. Director. Messrs. Mizak and Matthews were directed to meet with Mr. Baldwin to notify him of the EDC choice.

The meeting was adjourned at 9:50.

Next Meeting: TBD

Respectfully submitted by,

Bob Matthews
Chairman, Economic Development Commission
Attachment: Director's Report

Director's Report

Recruitment Activities

- New Businesses:
 - Peco Pallet signed lease. Move-in date is July 1.
- New Prospects:
 - Sleep Center: Have given them a few options in Trumbull to explore
 - 2 Banks - I took them around to explore a few sites in Trumbull
 - Liquor Store (no space available to meet his needs)
 - Holistic Doctor
- **Status of Previous Open or Pending Prospects:**
 - Lease signed. - Westchester Company looking for 1,000 – 1,500 s/f. They are currently in discussions with one of the 5 locations I gave them.
 - Open --Broker has a prospect with data center site needs
 - Open --Software Company. I showed them around Trumbull, but they are also looking at other towns in hopes of finding a very low rent.
 - Open -- Fitness Center: (Econ. Dev. provided more information to them in June).
 - Open -- Large Manufacturing Firm: Looking at two places in Trumbull, two in Shelton, and Ansonia. (Econ. Dev. provided additional information in June).
 - Open -- Trumbull Doctor exploring other office space in Trumbull
 - Open -- Traveling Vet looking for space in White Plains Road area. She found a location, but is currently looking to get a text change from zoning in order to
 - Unknown -- Several businesses are looking at Bank of America Branch location, and we have helped a number of them. The bank temporarily withdrew their bid request in order to submit reports to a third party.
 - Dead -- Broker with Assisted Living prospects inquired about available space (provided land owner info).
 - Dead -- Trumbull business exploring other office space/land to purchase. Showed selected properties around Trumbull.
- Other:
 - Actively seeking bank, coffee and ice cream businesses for specific retail area.

Retention & Expansion Activities

- Organizing Business Breakfast (100+ people have registered)
- Worked with TCC on Business In Bloom Award Nominations
- Followed-up with DECD on retention and recruitment activities. The two Trumbull companies they were working on have halted activity due to the economy.

Marketing/PR

- Marketing & Advertising:
 - Did some major website construction to provide better maps and financial resource information. Also change the look of the front page.

- Creating a booklet of marketing materials to leave on shelves at doctor's offices, barbers, and other places in town to raise awareness of Economic Development
 - Created a Building Inventory Flyer which can be printed and used for mailings
 - Created a Flyer of the Business & Career Resource Website
 - Conducted significant updates for our online buildings inventory. CERC will be using a new system, ZoomProspector, that will have greater advantages in linking GIS and market data to each location. Hence, the building inventory could be even more powerful than the original system and will enhance our exposure to site selectors.
 - Attended Special Olympics Open House.
 - Writing short press release to announce Dr. Axelrod's move across town.
 - Flyer written for Westfield Event
 - Provided Trumbull Times with various community and business activities
- Media and Press Releases:
 - Trumbull Times gave the Business Breakfast front page coverage
 - Working with other Department Heads to strengthen communications and spread news about the community.

Community Development Activities and Projects:

- Beautification and Revitalization:
 - New references being checked for lowest bidder for sidewalks. If they check out, work will hopefully begin in July.
 - Helping United Healthcare explore the opportunity to adopt a beautification area.
- Received joint recognition with the Library for the Business & Career Resource Center. Greatest use of the Center is from job seekers. However, businesses are using the center online and are directed to it when they call my office looking for information that can easily be found through the center.
- Attended P&Z walk-through session on lower Main Street with neighbors.

- Attended Nichols neighborhood meeting to discuss proposed doctor's office on Nichols Avenue. Most neighbors anticipate that such a building and use would hinder the historic and residential character of the area. The next step is to talk to the doctor and let him know of the concerns.
- Exploring Stimulus Programs and Green Energy Initiatives. Attended U.I. forum on Green Energy Efficiency Programs.
- Facilitated Community Conversations Committee Meeting.

Respectfully Submitted By,

Deborah Evans Cox
Director, Economic Development