



**Town of Trumbull  
Economic Development Commission Meeting Minutes**

Long Hill Room  
5866 Main Street  
Trumbull, CT 06611  
Thursday, February 12, 2009  
7:15 p.m.

**AGENDA**

- |    |                                     |                   |
|----|-------------------------------------|-------------------|
| 1. | Approval of January Meeting Minutes | Bob Matthews      |
| 2. | Director's Report                   | Deborah Evans Cox |
| 3. | Budget Review                       | Bob Matthews      |
| 4. | Business Advisory Council Update    | Bob Matthews      |
| 5. | 2009 EDC Objectives                 | Bob Matthews      |
| 6. | New Business                        | All               |

**CALL TO ORDER:** The meeting of the Town of Trumbull Economic Development Commission was called to order at 07:15 p.m. by Chairperson Bob Matthews.

**IN ATTENDANCE:** In attendance were the following Commissioners:

Patricia Connelly      Tom Ginis              Beryl Kaufman  
John Malfettone      Bob Matthews              Karl Mizak  
and Deborah Cox, Director of Economic Development

**Absent:** Jim Abraham, John Malfettone, and Susan Kohn

**MEETING MINUTES:**

**1. Approval of January 15, 2008 Meeting Minutes**

A correction was made to the January 15 meeting minutes: 1) Susan Kohn came to the meeting late, and was present at the meeting.

A **motion** was made to approve the January 15, 2008 meeting minutes with the above modification was made by Commissioner Kaufman, and seconded by Commissioner Connolly.

**VOTE:** A vote to approve the January 15, 2008 meeting minutes as modified was passed unanimously.

**2. Director's Report**

Director Cox provided highlights and discussion of the past month's activities. Of note is the fact that the announcement of the signed lease is expected to be made in a week. We are optimistically awaiting another significant lease signing in the next month or so. (The director's full report is attached).

### 3. **Budget Review**

Chairman Matthews and Commissioner Mizak have met with all Finance Board members except Mr. Crooks (due to scheduling conflicts) to provide an update of the town's Economic Development activities and results, and to solicit the BOF ideas and suggestions. Reaction to the information seems to be positive.

The Trumbull Times erroneously reported that the EDC did not request a full-time position. Chairman Matthews and Commissioner Arnold will write a letter to the editor to clarify that the EDC did make the request, but that Econ. Dev. is unable to input salaries into the Munis system, so it had to be entered from either the First Selectman's or the Finance office.

A **motion** was made to submit a letter to the editor by Commissioner Connolly, and seconded by Commissioner Kaufman.

**VOTE:** A vote to approve to submit a letter to the Trumbull Times Editor was passed unanimously.

### 4. **Business Advisory Committee.**

Chairman Matthews reported that so far the following have agreed to serve on the Business Advisory Council:

- People's Bank
- Marriott
- Hodson Realty
- Aquarion
- United Illuminating
- BRBC

Two more businesses are needed to get started.

### 5. **2009 Objectives**

Chairman Matthews provided a draft of the 2009 EDC objectives. He agreed to finalize the objectives and send them out to the EDC before the next meeting.

### 6. **Other Business**

Tim Herbst submitted a letter to the editor discussing the condition of Trumbull Center. Chairman Matthews proposed that a public session be held with this as one of the topics to be discussed.

A **motion** was made to explore holding a public meeting, possibly in conjunction with other business and/or government entities, with Trumbull Center as a topic.

**VOTE:** A vote explore holding a public meeting, possibly in conjunction with other business and/or government entities, with Trumbull Center as a topic was passed unanimously.

**The meeting was adjourned at 9:30.**

**Next Meeting: March 19, 2009**

Respectfully Submitted By,

Deborah Evans Cox

Director, Economic Development

Attachment: Director's Report

Town of Trumbull  
Economic Development  
February 12, 2009 Report

**Director's Report**

**Recruitment Activities**

- Worked with Trumbull Center owners to bring in new businesses. There are several businesses, mostly restaurants, with whom there has been active discussion. Based on the activity, it is likely that there will be at least one new restaurant coming in within the next few months. Several logistics will have to be handled, regardless of what business moves in, including lease negotiations, town permits, build-outs, and possibly state liquor licenses and P&Z approvals.
- Assisted two people who are interested in establishing a business in Trumbull: one wine store, one home daycare center.
- Held meetings individually with Cushman & Wakeman and CB Richard Ellis to keep them updated on Trumbull properties. Both of these national commercial brokers may have prospective clients interested in property or buildings in Trumbull.
- New business taking approximately 45,000 is expected to be announced in the next week.
- New business taking a significant amount of space in the Corporate Park is expected to sign a lease in the next 30 days.
- Two new leases were signed at 6515 Main Street with ribbon cuttings to be held on February 26: Bpt 1 2 3 Construction, and Lawyers Title, LLC.
- Two new leases were signed at 101 Merritt boulevard: Special Olympics of CT (moving in late March), and Recovery Planner (moving in March 1).
- Exploring the tax abatement program for new businesses who will make significant investments.
- Home Depot will delay their expected "shovel in ground" date to September.

**Retention & Expansion Activities**

- Business and Career Resource Center (BCRC):
  - Designed and created the online portion of the new Business Resource Center Located on the Town Official website or at [www.trumbullresource.com](http://www.trumbullresource.com)
  - Designed a marketing piece to be used as a mailer or rack card
  - Online events listing and registration is being developed by an intern (free of charge)
  - We are currently exploring building an online directory of Trumbull Businesses
  - Launched the BCRC in collaboration with the Trumbull Library, Score, Trumbull Chamber, and BEI
- Met with CooperSurgical, along with the First Selectman. Currently assisting them with transportation and workforce training needs. They are expected to move into their new building in late spring.

- Met with United HealthCare, along with the First Selectman. With 1,100 employees, they are still committed to Trumbull.
- Met with Spinnaker, along with the First Selectman, regarding some concerns they have with the corporate park, such as flooding, condition of roads and signs, and access. I will be coordinating a meeting with other town officials in a month or so, depending on the timing of some leases they are currently working on. We will also explore a tenants association for the Corporate Park, probably in mid-spring.
- Met with Department of Labor to determine possible ways in which we can help existing businesses with training and workforce needs. Some examples of ways in which the Econ. Dev. Office will further explore including career fairs and job posting capabilities, as well as some training incentives with the Department of Labor.
- Financing for Businesses:  
Met with Citibank regarding their offerings for small businesses. In addition to specialized loans, they also offer workshops. Some of their workshops may be useful for the Business Resource Center, so I will make connections there.
- Spoke with various businesses in Trumbull Center to see how they were doing in light of economic times. Many are feeling the pinch of the economy. Some are disturbed by the flux of untrue rumors regarding their own businesses.
- Held weekly discussions with the mall. They are actively working on replacements for Circuit City and Bennigans, expanding Forever Young, and making shifts with a few other stores. They continue to stay committed revitalization and expansion projects, but have not had final approvals from their corporate office.

## **Marketing/PR**

- “Trumbull . . . Open for Business” banner now placed on New England Real Estate Journal’s website: [www.nerej.com](http://www.nerej.com). We are one of only three banners allowed on that page. Targeted audience is brokers and site selectors.
- Preparing for newsletter, which is expected to be published later this month.
- Wrote and submitted article for Trumbull Times on Triple Play
- Interviewed with Trumbull Times and CT Post regarding Trumbull Center and Business and Career Resource Center

## **Community & Business Development Activities and Projects:**

- Beautification and Revitalization:
  - We have officially gone out to bid for the Trumbull Center Streetscape Project, and we held a “Bidders Walk-Through” for about 25 people to answer questions and walk them through the entire area that will be included in the work. The bid window closes on February 26.

- Facilitated planning meetings and co-hosted the actual Community Conversations public forum for 100 invited guests from Trumbull’s businesses, residential, student, parental, and educational communities to discuss the question, “How can Trumbull ensure its students are prepared for the 21<sup>st</sup> century?”
- Met with Bill Levin, Trumbull’s new Town Planner, several times and toured our commercial zones to provide insights about existing and desired zoning ideas.
- Accompanied the Trumbull Chamber of Commerce to Hartford to meet with our new legislative representatives: Rep. Tony Hwang and Sen. Anthony Musto, as well as Rep. T.R. Rowe. Coincidentally, Governor Rell made her budget speech that day, so I had the opportunity to emphasize the need for strong marketing and economic development, as well as the need for the state and its towns to be business friendly in order to be competitive. .

Respectfully Submitted By,

Deborah Evans Cox  
Director, Economic Development