



**Town of Trumbull  
Economic Development Commission Meeting**

Helen Plumb Building  
Trumbull, CT 06611  
Thursday, January 17, 2008  
7:15 p.m.

**AGENDA**

- |    |   |                      |
|----|---|----------------------|
| 1. | Review and Approval of December Meeting Minutes | K. Mizak/R. Matthews |
| 2. | EDC Commission Members                          | K. Mizak/R. Matthews |
| 3. | Director's Report                               | D. Cox               |
| 4. | Update on Revitalization of Trumbull Ind. Park  | D. Cox               |
| 5. | Next Steps for Economic Development Plan        | D. Cox               |
| 6. | Next Steps with Planning and Zoning Regulations | D. Cox               |
| 7. | New Business                                    | All                  |

**CALL TO ORDER:** The meeting of the Town of Trumbull Economic Development Commission was called to order at 07:24 p.m. by Chairperson Bob Matthews.

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

Jim Abraham            Martin Arnold            Bob Matthews            Karl Mizak            Beryl Kaufman

Deborah Cox, Director of Economic Development

Absent: Barry Diamond, Susan Kohn

**MEETING MINUTES:**

**1. Approval of December 12, 2007 Meeting Minutes.**

A **motion** was made to approve the December 12, 2007 meeting minutes by Jim Abraham, and seconded by Beryl Kaufman.

**VOTE:** A vote to approve the December 12, 2007 meeting minutes was passed unanimously.

**2. EDC Commission Members**

Bob Matthews stated that John Malfettone will be joining the Commission in April. Commissioners are requested to bring forth additional names, perhaps with legal, zoning, or

economics background, during the next 60 days..

**3. Director’s Report**

The Director’s Report from Deborah Evans Cox is attached. Of particular note were:

- An application for a new zoning regulation to accommodate an extended stay hotel has been presented to P&Z. No decision has been made by the P&Z Commission.
- Notices were sent to major commercial property owners, developers, and miscellaneous interested parties to inform them of the upcoming February 4 public meeting for the zoning regulations.

**4. Budget Overview**

Bob Matthews presented the proposed budget for the year. The EDC is proposing that the Economic Development Director’s position go from 19.5 hours to full time. Although one salary was presented as a place holder, each participant agreed to gather information from various towns in the area to collect salary and budget data:

Oxford: Martin Arnold	Stratford: Jim Abraham	Shelton: Bob Matthews
Fairfield: Karl Mizak	Milford: Martin Arnold	Orange: Beryl Kaufman

**5. Next Steps for the Economic Development Plan:**

Economic Development Plan is still being fine-tuned with updated information. Still pending is an executive summary. Bob Matthews requested that the plan be sent to appropriate Town boards and Town Council in early February.

**6. Next Steps for the Planning and Zoning Regulations:**

Deborah Evans Cox is reviewing the current draft of the regulations to determine which of the EDC recommendations were adopted. A final report will be provided to the EDC. In addition, Attorney Gumper has been asked to review the regulations and provide a synopsis. Once this becomes available, it will be distributed to the EDC and any appropriate parties. Bob Matthews has asked that all EDC members attend the February 4 P&Z meeting.

The meeting was adjourned at 9:12 p.m.  
Next Meeting: February 21, 2008

Respectfully submitted by,  
Deborah Evans Cox  
Director

2008 Meeting Dates:

<b>01 – 17</b>	<b>02 – 21</b>	<b>03 – 20</b>	<b>04 – 17</b>
<b>05 – 15</b>	<b>06 – 19</b>	<b>07 – 17</b>	<b>08 – 21</b>
<b>09 – 18</b>	<b>10 – 16</b>	<b>11 – 20</b>	<b>12 – 18</b>



Town of Trumbull  
Economic Development  
January, 2008 Report to BRBC

**Director's Report**

**Recruitment Efforts**

- Advertised in New England Real Estate Magazine – January
- Responded to request for space for 5,000 s/f
- Responded to request for \$15,000 s/f
  
- Zone changes to permit extended stay hotel in Zone I-L3:
  - \* Met with property owner of parcel on the corner of Commerce Drive and Merritt Boulevard regarding support for rezoning building an extended stay hotel in the I-L3 Zone.
  - \* Interviewed some businesses in the zone to ascertain the level of support, and discussed potential hotel with some EDC members. Support was unanimous.
  - \* Conducted tax revenue analysis to determine economic impact (hotel could generate approximately \$225,000 - \$250,000 of tax revenue).
  - \* Wrote and presented letter of support of changes to permitted use in I-L3 at the P&Z Hearing on 01/16/08 in support of change to zoning reg.

**Retention & Expansion Efforts**

- Met with Westfield regarding plans for 2008. They are still awaiting approvals for the revitalization and expansion before they can announce next steps.
- Sent Holiday Cards to selected area business contacts

**Marketing/PR**

- Developed advertisement and interviewed for article for N.E. Real Estate Magazine.
- Modified front page of our website to highlight specific benefits that are of primary interest to site selectors

**Revitalization and Beautification Projects:**

- Called State Highway to address litter issue on Penney Avenue from Route 8.
- Approached Oce Imagistics to adopt the island by the Daniels Farm Mobil Station they are considering it and will work with their landscaper to determine logistics and affordability.
- Reminded Westfield of the islands they will be adopting on Main Street at Parkway.
- Corporate Park Revitalization:  
Worked with Warren Jacques (Trumbull's Tree Warden), and Dmitri Paris (Trumbull's Parks Superintendent), on landscaping revitalization project for the I-L3 Corporate

Park. Mr. Jacques obtained maps from our Engineering Department, and will facilitate obtaining a landscape design, which is required for grant application. The EDC will need funding for this design (approximately \$2,000). I will be meeting with the designer, based on his availability. Mr. Jacques will facilitate the project by helping with the bid process, and working with the state to allow us to cut down trees and invasive plants on their property.

### **Regional Economic Development**

- Attended the BRBC Economic Task Force and gave an overview of Trumbull's new and anticipated developments.
- Attended the CT Department of Economic Development Strategic Plan Open Forum, and am submitting comments to suggest ways in which the state may consider strategically enabling the Economic Development efforts in the state.
- I have been nominated to join the regional CEDs Council.

### **Planning & Zoning Regs**

- Sent notices to land developers and owners regarding availability of P&Z regulations.
- The P&Z Public Hearing will be held February 4 at 7:00 p.m. The EDC is strongly encouraged to attend, as are concerned property owners and developers. A notice to selected businesses should be sent to selected businesses to encourage their input and attendance.

### **Economic Development Plan**

- Added information from the Dept. of Labor, Workplace, Dept. of Transportation, and United Illuminating, and IEDC.
- Presented elements of the plan to the Rotary Club (aired on Channel 17), and the Trumbull Chamber of Commerce. Trumbull's Own Chamber and BNI will also be scheduled.
- The following are next steps left from our December meeting but not yet addressed:
  - Partner with Martin Arnold to fine-tune Strengths, Development, Opportunities components.
  - Compose an Executive Summary
  - Share with appropriate town governance and business & community resources

### **Other**

- Attended Board meeting of The Workplace: Joe Carbone gave an excellent overview of workforce issues. We will connect in 2008 to discuss ways in which Trumbull can connect more with The Workplace for the purpose of workforce skills upgrades
- Submitted the 2008 budget to the Finance Department.
- Holiday time off

Respectfully Submitted By,

Deborah Evans Cox  
Director, Economic Development