



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

Long Hill Room
5866 Main Street
Trumbull, CT 06611
Thursday, November 20, 2008
7:15 p.m.

AGENDA

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| 1. | Review and Approval of October Meeting Minutes | B. Matthews |
| 2. | Director's Report | D. Cox |
| 3. | Business Advisory Group | B. Matthews, K. Mizak, M. Arnold |
| 4. | Budget | B. Matthews |
| 5. | Upcoming Elections | B. Matthews, J. Abraham |
| 6. | 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	Tom Ginis
Beryl Kaufman	Susan Kohn	Bob Matthews
Karl Mizak		

and Deborah Cox, Director of Economic Development

Absent: Patricia Connelly, John Malfettone

MEETING MINUTES:

1. Approval of October 16, 2008 Meeting Minutes

A **motion** was made to approve the October 16, 2008 meeting minutes by Commissioner Kaufman, and seconded by Commissioner Abraham.

VOTE: A vote to approve the October 16, 2008 meeting minutes was passed unanimously

2. **Director's Report.**

Director Cox provided the following highlights of the past month's activities. (The director's full report is attached).

- There were a number of inquiries for office space around town, and activity has picked up, partly due to the increased properties listed on CERC by the Economic Development Office
- Increased emphasis has been placed on regionalism with regard to planning and economic development. The Director has been an active participant, and has represented Trumbull in the "One Coast" CEDS effort (a regional strategic plan required for federal funding for regional projects, such as transportation, housing, and workforce develop). A draft of the CEDs is expected in the December/January timeframe.
- The Trumbull Center streetscape project continues to be in design phase. The DECD requested additional drawings from our Engineering Department, as anticipated. Engineering is finalizing the drawings and will resubmit a new draft of the bid to the state. The Director has consulted with a professional streetscape designer and has settled on specifications for the brick pavers materials and exact location.
- The Director has engaged with the property owner of a commercial property on Reservoir Avenue and will assist with a marketing strategy and building collateral to market the property.

3. **Business Advisory Group**

Chairmen Matthews and Commissioners Arnold and Mizak offered a draft proposal for forming a Business Advisory Council. The council will start small, with approximately eight business members. Prospective members have been identified by the Commissioners and the Director. The next steps are as follows:

- Invite the Director of Economic Development to meet with the EDC to present their model, since Orange's model appears to be closely aligned with Trumbull's expectations
- Trumbull EDC will create a model
- Commissioner Kohn will initiate the 501c3, while Director Cox will attempt to obtain a sample application package from Hamden or Orange
- Commissioner Matthews will research the Town Charter and talk to legal counsel in order to assure that there is no conflict with establishing a 501c3
- Director Cox will discuss membership with United Illuminating and Westfield

4. **Budget**

Commissioners were asked to provide input regarding any essential or upcoming marketing, advertising, and program expenses in preparation for upcoming budget discussions.

5. **Upcoming Elections**

Jim Abraham requested Commissioners to inform him of all interest or nominations for the upcoming annual election for EDC executive positions.

6. **New Business**

December's meeting will be held on December 18 at the Trumbull Marriott.

Respectfully Submitted By,
Deborah Evans Cox
Director, Economic Development
Attachment: Director's Report

Director's Report

Recruitment Activities

- Met with property owner on Reservoir Avenue to discuss concepts for potential development. We will jointly pursue marketing strategies for the site once the design concept has been finalized and accepted.
- Updated CERC to reflect current listings
- Responded to broker need on behalf of a sleep center
- Responded to broker looking for large manufacturing and office facility
- Responded to broker looking for 10,000 – 12,000 office space
- Responded to 3 requests from CERC and U.I.
- Researched banks for possible location in Trumbull (one possibility identified)
- Researched the recruitment of possible ice cream parlor on behalf of property owner. Cold Stone left Bridgeport, but they may also be a prospect for this site.

- New businesses: Super Coups and Play Ball

Retention & Expansion Activities

- Welcomed Super Coups to town. They are in the Guidas building on Reservoir Avenue. They may be located there only temporarily if their business expands, as expected
- Made contact with Trumbull Business Network (20 local business members) and included them in invitation to a recent ribbon cutting. They were graciously active participants

Marketing/PR

- Participated in the grand reopening celebration for the Marriott. The hotel looks beautiful.
- Co-hosted and co-coordinated the ribbon cutting for Newtown Savings relocation
- Enrolled the town in CoStar Property Express in order to stay current with brokers' listings for Trumbull commercial properties for lease and sale. This will enable me to more efficiently keep town's website and CERC's listing of available Trumbull properties updated
- Economic Development has an additional button on the town's website front page. In addition, the webmaster added the EDC October newsletter to the front page for added visibility
- Working on a page for current business-related events (such as workshops and networking events) that will be added to the town's front page and the EDC page
- Advertised in Business New Haven's Book of Lists and updated Trumbull's listing for 2009
- Attended BRBC event for networking purposes

Community & Business Development Activities and Projects:

- Beautification and Revitalization:
 - Working on helping to resolve an issue due to a displaced business in the adopt-an-island program that was replaced with a Trumbull business without advanced notification. I am currently trying to find an acceptable new place for the former business
 - The design for Trumbull Center is still in the works. The DECD requested additional information and a detailed streetscape plan after reviewing the bid package we sent to them. Engineering is working on the plan and updating the bid package. I have also met with a professional streetscape design firm who has taken time to provide insights and accompanied me to a wholesale retailer so that I could select appropriate materials. The specifications for the material I selected will be incorporated into the plan and resubmitted before Thanksgiving
- Facilitated the third work session with the Trumbull library and a committee to establish a Business and Career Resource Center. It is still expected to be launched at the end of January. This will be a valuable resource for area businesses
- Participated in meetings and reviewed the draft of the One Coast Economic Development CEDs (14-town regional plan required in order to obtain federal funding on projects that affect the region). The plan is still in draft form, but is fairly close to the stage where it can be presented to the Mayors and First Selectmen of each of the 14 towns. Issues covered in the plan include transportation, jobs, housing, environment, and education, industries, and land use. The end result will be a more regional focus, perhaps somewhat similar to the regional planning agencies that exist now. At the moment, regionalism is embraced in concept, but its operation and governance is not clearly defined
- Participated in three meetings for Community Conversations which will host a 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 21st century?"
- Launched United Way Campaign in Town Hall
- Attended United Way's Economic Summit
- Attended United Way breakfast with leading business people and made a contact at United Health Care
- Attended meetings with BEI, Channel 17 Committee, Trumbull Chamber.
- Generated results of Channel 17 Community Survey

Respectfully Submitted By,

Deborah Evans Cox
Director, Economic Development