



**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. | 2009 Proposed Budget | B. Matthews |
| 4. | Elections of Officers | Jim Abraham |

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	Patricia Connelly
Tom Ginis	Beryl Kaufman	Susan Kohn
Bob Matthews	Karl Mizak	

and Deborah Cox, Director of Economic Development

Absent: John Malfettone

MEETING MINUTES:

1. Approval of November 20, 2008 Meeting Minutes

A **motion** was made to approve the November 20, 2008 meeting minutes by Commissioner Abraham, and seconded by Commissioner Kaufman.

VOTE: A vote to approve the November 20, 2008 meeting minutes was passed unanimously

2. Director's Report.

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

- Three new companies have moved into Trumbull: Super Coups, Omega Financial, and Triple Play. Two additional companies are expected to lease small amounts of office space, and two companies are in negotiation to lease large office spaces (over 40,000 each).
- We are encouraged by discussions with Trumbull-Westfield Mall regarding their commitment to Trumbull and their plans for revitalizing the mall, and eventual plans to expand the mall. Plans, however, have not been finalized and sanctioned by their corporate office. This is in part due to yet-resolved parcels of land that are still owned by a private residence, as well as small parcels of town- and state-owned land. In addition, the retail business is currently challenged due to the national economic crisis, and early 2009 will enable malls to distinguish which retailers would be more viable than others.
- Trumbull Business and Career Resource Center at the Library will launch on January 27, thanks to a partnership between Economic Development, Trumbull Library, and Score. The concept is to help Trumbull businesses save and make money, and Trumbull residents strengthen career opportunities. Economic Development has identified numerous online websites, the library has reorganized their existing resources and increased subscriptions to news and database materials, and SCORE has provided materials and may ultimately provide workshops at the library. In these economic times, providing such resources becomes increasingly important for the business health of our town.
- The Director is working with property owners of Reservoir Avenue to facilitate strategies and next steps for developing this commercially zoned area of town.

4. 2009 Proposed Budget

Based on expected programs and materials, as well as salary comparisons, a budget of \$104,800 was proposed by Bob Matthews.

A **motion** was made to approve the proposed budget of \$104,500 by Commissioner Abraham, and seconded by Commissioner Mizak.

VOTE: A vote to accept the proposed Economic Development budget of \$104,500 for 2009 was passed unanimously.

5. Upcoming Elections

Commissioner Abraham nominated the reelection of Bob Matthews as Chairperson of the Trumbull Economic Development Commission, and Karl Mizak as Vice-Chair for 2009.

A **motion** was made to approve the nominations by Commissioner Arnold, and seconded by Commissioner Kaufman.

VOTE: A vote to accept Bob Matthews as Chairperson, and Karl Mizak as Vice-Chairperson of the Trumbull EDC was passed unanimously.

2009 EDC Meeting Dates are as follows:

1/15	2/19	3/19	4/16	5/21	6/19
7/16	8/20	9/17	10/15	11/19	12/17

The meeting was adjourned at 8:30.

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



Town of Trumbull
Economic Development
December 18, 2008 Report

Director's Report

Recruitment Activities

- Participated in two meetings between CERC and property owner on Reservoir Avenue to begin analysis on financial and economic impact, marketing, and zoning requirements for developing a new mixed use parcel.
- Responded to brokers and developers interested in land we have advertised. Interests were for an Assisted Living Facility, and two entertainment and recreational facilities. One of the entertainment and recreational facilities may be of interest.
- Responded to Hair Salon who is looking to move his business to Trumbull. He has come to an agreement with a Trumbull property owner for approximately 1,000 s/f.
- New businesses:
 - Super Coups, who recently moved into temporary space on Reservoir Avenue, has found a new, more permanent place near Route 111. The location will be announced officially in January.
 - Triple Play had a Ribbon Cutting on December 13. Initial press release was sent to Trumbull Times and CT Post, but the story was not run. A second Press Release being written by EDC.
 - Omega Financial moved into 2 Corporate Drive on December 1. Ribbon Cutting to be held sometime after the holidays
 - Two businesses are working on contracts with property owners and will hopefully be resolved in January.

Retention & Expansion Activities

- Researched and accumulated online business resources for the Trumbull Business and Career Resources Center. The launch of the Center is planned for January 27
- Met with Westfield regarding status of plans to revitalize and expand. Their commitment to Trumbull continues to be strong.
- Facilitated meetings with Westfield and the Trumbull High School Marching Band for the purpose of helping the band raise \$55,000 to march in the Presidential Inaugural Parade while bringing traffic to the mall.
- Initiated discussions and a proposal for Westfield to host the 2009 Trumbull Day. They conduct a similar event for Milford which is highly successful.
- Sending hand-written Holiday Cards to larger Trumbull Business Owners

Marketing/PR

- Presented an Economic Development Update to the Rotary Club on December 12. The major focus was on the mall, Trumbull Center, and the economy's impact on Trumbull.
- Participated in First Selectman's Forum and gave an update regarding Mall and Trumbull Center
- Sent press release to Trumbull Times and Connecticut Post regarding Triple Play Ribbon Cutting

Community & Business Development Activities and Projects:

- Beautification and Revitalization:
 - Still ironing out the insurance issue for the Marriott and Vazzy's adopt-an-island ramp.
 - Worked with Engineering Department to finalize the sidewalk plans for Trumbull Center. Plans have been finalized and sent to the State. It is expected that they will go out for bid in January.
 - Worked with Trumbull Center owners to decorate the Center for the holidays. Numerous residents and store owners have made positive remarks about the decorations.
- 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
- Facilitated 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?" Ten businesses have been identified to participate.

Respectfully Submitted By,

Deborah Evans Cox
Director, Economic Development