



**Town of Trumbull  
Economic Development Commission Meeting**

Helen Plumb Building  
Trumbull, CT 06611  
Wednesday, December 12, 2007  
Noon

**AGENDA**

- |    |   |                    |
|----|---|--------------------|
| 1. | Review and Approval of November Meeting Minutes | R. Matthews        |
| 2. | Election of Officers                            |                    |
| 3. | Director's Report                               | D. Cox             |
| 4. | Budget Overview                                 | R. Matthews        |
| 5. | Status of Planning and Zoning Regulations       | R. Matthews/D. Cox |
| 6. | New Business                                    | All                |

**CALL TO ORDER:** The meeting of the Town of Trumbull Economic Development Commission was called to order at 12:22 p.m. by Chairperson Bob Matthews.

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

Jim Abraham	Martin Arnold	Susan Kohn	Steve Hodson
Bob Matthews	Karl Mizak		

Deborah Cox, Director of Economic Development

Absent: Barry Diamond, Beryl Kaufman, Jeff Dorfman

**MEETING MINUTES:**

**1. Approval of November 15, 2007 Meeting Minutes.**

A **motion** was made to approve the November 15, 2007 meeting minutes by Martin Arnold, and seconded by Karl Mizak.

**VOTE:** A vote to approve the November 15, 2007 meeting minutes was passed unanimously.

**2. Election of Officers**

Jim Abraham nominated Bob Matthews as Chairperson of the Economic Development Commission.

A **motion** was made to accept Mr. Matthews as the Chairperson of the EDC was made by Steve

Hodson and seconded by Susan Kohn.

**VOTE:** A vote to accept Bob Matthews as the Chairperson was passed unanimously.

Jim Abraham nominated Karl Mizak as Vice-Chairperson of the Economic Development Commission.

A **motion** was made to accept Karl Mizak as the Vice-Chairperson of the EDC by Steve Hodson and seconded by Martin Arnold.

**VOTE:** A vote to accept Karl Mizak as Vice Chairperson of the EDC was passed unanimously.

### 3. **Director's Report**

See Attached:

### 4. **Review of Economic Development Plan Draft**

Revisions were made to the Plan to reflect suggestions made by Economic Development Commissioners. Additional changes were made which incorporated some key points gleaned from a recent IEDC Conference that Deborah Cox attended. In addition, Bob Matthews and Deborah Cox reviewed the plan with First

- Deborah Cox to make recommended modifications to reflect EDC input provided during this meeting, including providing graphics of the implementation plan, and modify threats and weaknesses.
- Bob Matthews to meet with the First Selectman to review the plan
- Develop an Executive Summary
- Share with identified stakeholders
- Continue to discuss budget elements during the December meeting

### 5. **Planning and Zoning**

P&Z have completed a draft of their new regulations. Although we have been closely reading and providing input on specific areas of preliminary versions of the draft, the Economic Development Commission and Office was specifically not permitted to speak at the November 28 meeting. The topics for discussion were:

- Heights in IL-3 Zone
- Mixed Use Regulations
- Village District
- Village Business District across from Town Hall

Based on notes taken at the early November P&Z meeting, it appears that some of the items that were agreed upon in that meeting were missed or not reflected in the most recent draft. Hence, the EDC and area businesses may highlight any outstanding issues at the 2008 public meetings and hearings. The final draft will be available online during the third week in December. A public meeting to voice concerns and support will be held on P&Z on February 4<sup>th</sup> and a public hearing will be held in April. EDC will work with selected businesses in the community to ensure they review the draft of the regulations and provide input before or during the February 4<sup>th</sup> meeting.

6. **New Business:**

Steve Hodson, who has served on the EDC for several years, decided not to renew his term in 2008 due to scheduling demands (particularly as he is the President of the Rotary Club this year). Bob Matthews thanked Steve for his valued service and awarded him with a picture of Jonathan Trumbull, signed by the First Selectman. Steve expressed interest in rejoining the EDC at a later time, and the EDC was very supportive of his potential return.

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The meeting was adjourned at 2:30 p.m.  
Next Meeting: January 17, 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  
December, 2007 Report to BRBC

**Director's Report**

**Recruitment Efforts**

- Advertised in Fairfield County Business Journal December 3
- Responded to request for office space. However, the organization found space closer to the need size in another town

**Retention Efforts**

- Sending out Holiday Cards to selected area business contacts

**Marketing/PR**

- Co-authored press release with Clear Channel Total Network regarding the first traffic camera on the Merritt Parkway. The camera is located at Exit 48 in Trumbull.
- Reviewed the Town EDC website with Garrett Sheehan to obtain suggestions.

**Planning & Zoning Regs**

- Attended P&Z regulations work session on November 28. Chairman Tim Herbst specified that Economic Development and other observers outside of the P&Z Commission would not be invited to speak during this session as various P&Z Commissioners indicated that we had taken up too much time presenting views at prior meetings.

**Economic Development Plan**

- Revised the plan to reflect suggestions from the EDC. Also added information based on ideas presented at the December, 2007 North East Economic Development Conference.
- Reviewed draft of plan with First Selectman Baldwin
- Next steps:
  - Obtain & incorporate additional data from DOL, Workplace, DOT, and DOE to incorporate into plan and add to website.
  - 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 4-day North Eastern Economic Development Conference (and obtained some excellent ideas that will be incorporated in the Economic Development Plan)
- Met with area building owner on development project idea
- Obtained list of new businesses in various locations.

Respectfully Submitted By,

Deborah Evans Cox  
Director, Economic Development