



Town of Trumbull
Economic Development Commission
Minutes

November 17, 2011

Present

Scott Wich, Acting Chairman
Beryl Kaufman, Vice Chairman
James Abraham
Patricia Connelly

Absent

Jack Berg
Thomas Ginis
Karl Mizak
David Rutigliano
Ralph Sather

Guests

Daniel Nelson, Chief of Staff

The meeting was called to order by Acting Chairman Wich at 7:25 p.m in the Long Hill Room, Trumbull Town Hall, 5866 Main Street, Trumbull. Lacking a quorum, no motion was made to approve the October 2011 minutes.

Acting Chairman Wich and Mr. Nelson provided an update on the status of the Economic Development Director position. Acting Chairman Wich noted that he had attended the meetings of the Town Council Finance Committee and Town Council and that the creation of a Director position on an employee basis had been unanimously approved.

Mr. Nelson advised that the position will likely be created as a contract position in a similar model as used for the Director of the Golf Course. The job description and proposed contract will be worked on in the weeks ahead and drafts provided for the Commission's review and comment. Acting Chairman Wich will speak with Commissioner Berg on any suggestions for the job description. Commissioner Abraham noted that advertising for the Director position in December may have limited success due to the holidays. The Commission agreed that the objective is to have the job description and contract prepared so that advertising for the Director position can begin in early January.

Mr. Nelson advised that the State DECD has granted an extension for a \$92,500 grant related to the Trumbull Center Streetscapes, Phase 2, project. Mr. Nelson explained how this grant money ties in to the Rails-to-Trails project. A question and answer discussion ensued.

Mr. Nelson provided an update on the tax abatement program. He advised that, with the fact that Town Councilman Rappa decided not to run for reelection, the committee addressing tax abatement will have a new member. Town Council committee assignments are expected to be made in early December. Commissioner Abraham noted that the tax abatement program had been largely finalized prior to the departure of the prior Economic Development Director and, therefore, we should not wait for a new Director before moving forward with the tax abatement program. The Commission supported Commissioner Abraham's comments.

With the passage of the Charter Revision recommendations, Acting Chairman Wich advised that beginning in December 2011 the Commission's name will be changed to the "Economic and Community Development Commission." The change brings the Commission's name in line with that used at the State level. No other changes in the Charter Revision recommendations directly impact the Commission. Commissioner Abraham raised an issue of new business cards for the Commissioners. Vice Chairman Kaufman agreed to research options for Commissioner business cards.

Acting Chairman Wich and Mr. Nelson advised on advertising in the Fairfield County Business Journal and the deadlines for same. Commissioner Sather is providing recommendations for the formatting and content of the advertising. The Commission will be provided with a proof of the advertisement before it is published.

Vice Chairman Kaufman updated the Commission on plans for Commissioners to make and retain contact with local businesses at least until a new Director is in place. Commissioner Sather provided details and guidance to help assist in making contact. Vice Chairman Kaufman will be coordinating initial efforts for each Commissioner to contact two local businesses.

Acting Chairman Wich discussed the expiration next month of the terms of three Commissioners as well as the need to replace Commissioner Rutigliano, who has been elected to the Board of Finance. Acting Chairman Wich has been in contact with First Selectman Herbst in this regard. A question and answer discussion ensued.

Acting Chairman Wich reminded the Commission that elections for the 2012 Chairman and Vice Chairman of the Commission will be held at the regular December meeting. Acting Chairman Wich expressed his interest in assuming the Chairman role in 2012 and invited any Commissioners to express an interest in either the Chairman or Vice Chairman positions for 2012.

Vice Chairman Kaufman concluded the meeting with an official recognition of Commissioner Abraham for his outstanding service and commitment to both the Commission and the Town in

his role as past Chairman of the Commission and his continued contributions as a member of the Commission.

The meeting was concluded at 8:25 p.m.

Respectfully submitted,

Scott M. Wich
Acting Chairman, Trumbull Economic Development Commission