



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

Long Hill Room
5866 Main Street
Trumbull, CT 06611
January 20, 2011 7:15 pm

AGENDA

1. Approval of Meeting Minutes
2. New EDC Member
3. Budget Update
4. Tax Abatement Update
5. Marketing Update
6. Economic Development Goals
7. Planning for Trumbull Center Association
8. Planning for EDC Breakfast
9. Other Business

MEETING MINUTES

Call to Order: The meeting of the Town of Trumbull Economic Development Commission was called to order at 7:15 p.m. by Chairman Abraham.

In Attendance: The following Commissioners were in attendance:

Commissioners: Jim Abraham Jack Berg Beryl Kaufman Karl Mizak
Tom Ginis Dave Rutigliano Ralph Sather Scott Wich

Staff: Deborah Cox, Director of Economic Development

Absent: Patricia Connelly

The meeting was opened by Chairman James Abraham at 7:15 pm.

1. Meeting Minutes:

A motion to accept the meetings minutes of December 16, 2010 was made by Commissioner Kaufman and seconded by Commissioner Berg.

The meeting minutes of December 16, 2010 were unanimously approved.

2. New EDC Member:

Chairman Abraham introduced Scott Wich as the new Economic Development Commissioner. Mr. Wich is a Trumbull resident and an attorney and partner at Clifton, Budd & DeMaria in NYC. Mr. Wich stated that he is pleased to join the EDC and looks forward to contributing to the town.

3. 2011-2012 Budget

Ms. Cox distributed a budget report to the commission explaining that we did not ask for an increase in the budget again this year. Chairman Abraham added that First Selectman Herbst has indicated his interest in making the Director of Economic and Community Development a full employee position with benefits, rather than a contract position and hopes this will be approved by the Board of Finance and Town Council. However, at the very least, the contract position should be preserved.

4. Tax Abatement Update:

Chairman Abraham and Director Cox reported that the Tax Incentive Committee has met twice and requested that an attorney review the document. Commissioner Sather explained that the approach is a strategic one that looks to attract specific industries into underutilized office park areas. The matrix will be used by the Committee, while the published document will be in a simpler, more generic format. The next meeting will take place late February.

5. Marketing Update:

Commissioner Sather and Director Cox will be working on a marketing strategy over the next month.

6. Economic & Community Development Goals:

Director Cox distributed accomplishments for 2010 and preliminary goals for the Department of Economic & Community Development that were presented by the First Selectman. The goals are preliminary and include the following items:

- Implement the two STEAP Grants and Paving Grant that were awarded in 2010
- Strategically address the underutilization of Reservoir Avenue’s commercial zone
- Open the Plan of Development to address changes that have already been made since the last time the POD was adopted in 2006.
- Implement the Tax Incentive Program
- Improve Operational Processes in the P&Z Department
- Expand Commercial and Retail Centers in the Town of Trumbull

Chairman Abraham requested that each commissioner drive around and look at the areas being suggested for expansion, and respond to Chairman Abraham or Director Cox with their thoughts, concerns, and suggestions. A meeting with the First Selectman, the chairmen of the EDC and P&Z, and the directors of the Economic & Community Development and Planning & Zoning will occur in late January to further discuss these goals.

7. Planning for Trumbull Center Association:

The Association has not yet been established, but with the assistance of Commissioner Connelly, Director Cox expects it to occur in the next month.

8. Planning for EDC Breakfast:

The EDC Breakfast is due to occur in April or May. Suggestions for a guest speaker are needed. Commissioner Rutigliano suggested someone he has used for Customer Service Workshops, and he will provide the contact information to Director Cox for follow up. Additional suggestions are encouraged.

Meeting Adjourned at 9:00 pm

Respectfully Submitted By:

Deborah Cox
Director, Economic Development
January, 2011 Director’s Report Attached

2011 EDC Meeting Dates:	Jan 20	Feb 17	Mar 17	April 21	May 19	June 16
	July 21	Aug 18	Sep 15	Oct 20	Nov 17	Dec 15

**Town of Trumbull
Economic Development
January, 2011 Report**

Director's Report

Business Recruitment:

- New Businesses this Month:
 - Northeast Consulting Group at 35 Corporate Drive
- Status of Previously Open or Pending Prospects:
 - Open - Restaurant (has a restaurant in Milford)
 - Open – Women's Gym (looking at a number of locations)
- Tax Abatement Program: The Town Attorney has provided suggested changes to the draft abatement program. The next step is to meet with the committee to go over the suggestions.

Business Retention & Expansion

- Met with United Healthcare twice: once as an annual visit with the First Selectman, and second regarding their interest in engaging more in the community.
- Met with current land owner regarding interest in additional property in Trumbull.
- Met with U.I. Representative and property owner at 6 Cambridge Drive to talk about marketing their building.
- Met with Dave Verespy (local landscape architect) regarding his ideas for Trumbull Center
- Met with Field Brothers
- Facilitated resolution of issues with snow removal in the Corporate Park and on Trefoil Drive
- Met Danielle's Lunchbox Café owners

Marketing/PR

- Completed end of year newsletter and emailed to approximately 600 people
- Wrote and submitted an article to the New England Business Journal.
- Promoted Trumbull business and events on Facebook and Twitter

Community Development:

- **Community Grants:**
 - Met with DECD regarding the process for two STEAP grants.
 - Met with Dept of Transportation, Greater Bridgeport Regional Planning Association, outside design consultant, and Public works to talk about process for paving Merritt Boulevard.

- Continued to work with Public Works toward obtaining a design from outside sources for two STEAP Grants (Corporate Park and Trumbull Center Streetscapes.
- Working with Home Depot to help coordinate their grand opening plans, which include engaging with some community groups and the band
- Received 2011 goals from the First Selectman. EDC and P&Z will be working together to discuss opening of the Plan of Development

Status of Commercial Development Projects, Proposals, and Targeted Properties:

Design District/ Professional Office District	Approved: Will start construction in the spring for Professional Medical Building for Dr. Patrignelli on Church Hill Road was approved by Planning & Zoning.
Long Hill Green (Luigi's) Proposal	Approved: Now looking for tenants
Park Avenue	Norma Pfriem Breast Cancer Treatment Center is now under construction
Trumbull Center Revitalization	Work on Phase One complete. Subsequent Phases have gone out to bid and are expected to start next spring.
Reservoir Avenue (Henderson Property)	Two inquiries on this property this month – one representing a sports center, and one representing a fulfillment organization
Home Depot	Grand Opening is March 2 & 3
Retail Site next to Home Depot	Construction has begun. Tenants being pursued.
Marisa's	Owner expected to submit a new application for a two-story building (original building approval was one story)
Bridgeport Realtors	Approved by P&Z. Negotiations with the owners not yet complete – it is dependent upon approval to expand parking
Scan Tools	Finishing construction this year.
Medical building on Quarry	Approved – Currently seeking reapproval from wetlands due to a need to shift the building

Other

- EDC's Capital Improvement Plan projects have been submitted to and accepted by Town Council.

Respectfully Submitted By,
 Deborah Evans Cox
 Director, Economic Development

Attachments

Department of Economic & Community Development
GOALS FOR 2011

(note: these are preliminary and for discussion purposes only. They have not been approved)

1. Improve operational processes, service, and efficiencies of the Planning & Zoning Department
 - a. Prepare a budget that addresses comprehensive staffing and resource needs
 - b. Increase systems usage (possibly align with Building's system)
 - c. Develop a written Enforcement Policy that sets forth a consistent manner in which regulations and citations will be administered and monitored
 - d. Implement regular hours of full coverage and permitting, similar to building, but allow for flexibility for service
 - e. Identify and implement efficiencies with filing system

2. There are areas of the Town of Trumbull that are prime for redevelopment and represent the Town's best chance to build upon the economic development successes we have enjoyed over the course of the last year. Specifically, the Plan of Conservation and Development needs to specifically address the following:
 - Expand Trumbull's downtown Trumbull Center as well as the southerly side of White Plains Road, between Reservoir Avenue and Route 25
 - Reservoir Avenue and Lindeman Drive
 - Area around Trumbull Town Hall
 - Strategies for Trumbull Corporate Park along Merritt Boulevard
 - Tie in the entire area from Stonehouse Road/Main Street to Marisa's Property

The Director of DECD needs to meet with the Chairman of EDC and PZC to come up with a plan to re-open the Plan of Conservation and Development, retain experienced planners and counsel and develop an economic development strategy for these critical areas. This is of paramount importance to the future of the town.

3. Implementation of the Tax Incentive Program and Grants that have been awarded to the Town of Trumbull:
 - a. Trumbull endured measurable Grand List growth during the 1990's through a tax abatement program that took a broad brush approach that proved to not be in the long term best interests of the Town. The tax incentive program currently being proposed is more targeted towards the type of businesses that are already interested in our Town. Clearly, the Town must continue to recruit medical uses, research and development, corporate and professional uses, as well as additional commercial and retail uses. The Director of DECD must make the adoption of this program a high priority for 2011.
 - b. Trumbull is fortunate to have received \$962,000 worth of grants for economic development purposes. The Director of DECD must stay focused on developing an aggressive schedule to see that these grants are implemented in 2011

4. Expansion of Commercial and Retail Centers in the Town of Trumbull, with a focus on four core areas of the Town of Trumbull, CT:
 - a. Trumbull Center and an expansion of the downtown area. This project goes along with the goals of re-opening the Plan of Conservation and Development as articulated

- hereinabove. Trumbull has a historic opportunity to finally provide our residents with a downtown of which they can be proud;
- b. Long Hill Green. While the DiMarco project has been approved, there must be a renewed focus from DECD to tie in the area from Stonehouse Road/Main Street to the Marisa's Property. This goal matches re-opening the Plan of Conservation and Development;
 - c. Reservoir Avenue and Lindeman Drive. This area represents a black eye for the Town and is in need of a complete revitalization. We need to maximize our fullest potential in this area. This means maximizing the taxable revenue that can come from development. DECD needs to develop a plan for changing the name of Reservoir Avenue and convening an economic development summit with local developers to come up with a comprehensive strategy of dealing with this area;
 - d. Route 111 property previously slated for a Lowe's Home Improvement Center. DECD must place a focus on having a commercial application for this property filed by 2011. This parcel is prime for commercial uses that include restaurants and light retail. This must be a primary focus for DECD in 2011.