Town of Trumbull
Economic and Community Development Commission
Minutes

December 15, 2011

Present
Scott Wich, Chairman
Beryl Kaufman, Vice Chairman-Secretary
James Abraham
Thomas Ginis

The meeting was called to order by Chairman Wich at 7:22 p.m. in the Long Hill Room, Trumbull Town Hall, 5866 Main Street, Trumbull.

The minutes of the October 2011 and November 2011 minutes were reviewed and approved unanimously (Wich, Kaufman, Abraham and Ginis voting in favor, none opposed).

Pursuant to and as required by the Trumbull Town Charter, Chapter VII, Section 21, Chairman Wich called for a vote for the office of Chairman of the Commission. Commissioner Abraham nominated Acting Chairman Wich to be Chairman of the Commission. No other nominations were offered. Chairman Wich was unanimously elected as Chairman. (Wich, Kaufman, Abraham and Ginis voting for Wich, none opposed).

Pursuant to and as required by the Trumbull Town Charter, Chapter VII, Section 21, Chairman Wich called for a vote for Vice Chairman-Secretary of the Commission. Commissioner Ginis nominated Vice Chairman Kaufman to be Vice Chairman-Secretary of the Commission. No other nominations were offered. Vice Chairman Kaufman was unanimously elected as Vice Chairman-Secretary. (Wich, Kaufman, Abraham and Ginis voting for Kaufman, none opposed).

The Commission discussed the introduction of new Commissioners to the ECDC and the value in inviting recent Commissioners, including David Rutigliano (who was elected to the Board of Finance) and Karl Mizak (who received a letter from the First Selectman stating that he would not be reappointed) to the January meeting to express our thanks for their service to the Commission and to offer them an opportunity to give any insights to incoming Commissioners

to assist in the transition process. The Commission also discussed sending welcome letters to incoming Commissioners to introduce them to the ECDC. Chairman Wich agreed to contact Dan Nelson for contact information on incoming Commissioners.

The Commission discussed the proposed job description for the new Director position prepared by the First Selectman's office. Several concerns were raised regarding the duties, minimum qualifications and expectations for the position and the need to ensure the hiring of a high quality candidate given the importance of economic development in the Town. Chairman Wich advised that he had contacted Dan Nelson and, at Mr. Nelson's suggestion, has attempted to schedule a conference call with the First Selectman to discuss the Director position but that the First Selectman has not yet responded. After further discussion, Chairman Wich agreed to write a letter to the First Selectman requesting a meeting to review the Commission's concerns regarding the new Director position.

The Commission discussed new business activity in Town and, in particular, the recent P&Z activity around the area of Woodland Hills. The Commission discussed a lack of communication from the First Selectman's office to the Commission regarding this activity and, generally, that a lack of communication limits the Commission's ability to assist the First Selectman and the Town in the area of economic development.

Chairman Wich showed a copy of an advertisement to be run in the New England Real Estate Journal supporting economic development in the Town. He stated that the original proof from the Journal was unacceptable. Chairman Wich and Commissioner Sather worked together to redesign and improve the content of the advertisement. The Commissioners agreed that the final version was a much better product.

Vice Chairman-Secretary Kaufman reviewed possible options for Commissioner business cards. It was agreed to discuss the topic further next month.

Pursuant to and as required by the Trumbull Town Charter, Chapter VII, Section 21, Chairman Wich called for a vote adopting a meeting schedule for the ensuing year. The Commission unanimously voted in favor of the following schedule of meetings for 2012, with meetings to begin at 7:15 p.m. in the Long Hill Room of Town Hall:

January 19
February 16
March 15
April 19
May 17
June 21
July 19
August 16
September 20
October 18

November 15
December 20

(Wich, Kaufman, Abraham and Ginis voting in favor, none opposed).

Chairman Wich discussed the publication in the prior year of an annual report. Commissioner Abraham suggested that the Commission consider a marketing-oriented document that could be used to both report on and promote the Town. It was agreed to contact Commissioner Sather for his input and thoughts on a marketing-oriented annual report.

The Commission preliminary discussed the ECDC annual breakfast. It was agreed that the Commissioners should begin identifying possible guest speakers while the details of planning be best left to the new Director once he/she is hired. It was agreed that the Trumbull Marriott did a good job with last year's event and that we should consider using the venue again this year.

With no further business, Chairman Wich moved, seconded by Commissioner Abraham, to adjourn the meeting. The meeting was unanimously adjourned at 8:20 p.m. (Wich, Kaufman, Abraham and Ginis voting in favor, none opposed).

Respectfully submitted,

Scott M. Wich
Chairman, Trumbull Economic and Community Development Commission