

Town of Wallingford
Economic Development Commission
45 South Main Street, Room 311
Wallingford, CT 06492

September 29, 2022

TO: Members of the Economic Development Commission

FROM: Stacey Hoppes, EDC Secretary

SUBJECT: Regular Meeting Agenda – Monday, October 3, 2022 @ 6:30 p.m.

LOCATION: Town Hall, Room 315
45 South Main Street
Wallingford, CT 06492

1. Pledge of Allegiance
2. Discussion on Regular Meeting Minutes dated August 29, 2022 (acts as September meeting) **(attach.)**
3. Review of Monthly Expenditure Report – August 2022 **(attach.)**
4. Update: ARPA funding for Small Businesses
5. Update: Historic Railroad Station Reuse
6. Committee remarks
 - Marketing
 - Update on committee activities
 - **Next meeting:**
 - P&Z Liaison
 - Update on committee activities
 - **Next meeting:**
 - Retention/Incentives
 - Update on committee activities
 - **Next meeting:**
7. Staff report/regional matters
8. Chair's remarks
9. Other community business **(vote)**

Dates to Remember:

- No events scheduled at this time

c: Town Clerk's Office (for posting)

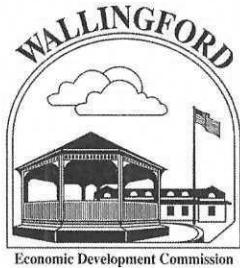
ec: EDC Members
Town Council (via T. Clerk)
Kevin Pagini, P&Z

Maribel Carrion, QCC
Ray Andrewsen, QCC
GovMedia

NH Reg., Htfd. Courant, R-J
Website
Jessica Wysocki Bill Comerford

Individuals in need of auxiliary aids for effective communication in programs and services of the Town of Wallingford are invited to make their needs and preferences known to the ADA Compliance Coordinator at 203-294-2070 five days prior to meeting date.

EDCRMAG100322



Town of Wallingford
Economic Development Commission
45 South Main Street, Room 311
Wallingford, CT 06492

Economic Development Commission
Special Virtual Meeting Minutes
August 29, 2022
(September Meeting – due to holiday on September 5, 2022)

Present:

Joe Mirra, Chair
Jim Wolfe, Commissioner
Gary Fappiano, Commissioner
Anthony Bracale, Alternate
Rob Fritz, Alternate (by phone)
Patty Powers, Alternate

Absent:

Mark Gingras, Vice Chair
Patricia Cymbala, Commissioner
Rosemarie Preneta, Commissioner
Hank Baum, Commissioner

Others Present:

Ray Andrewsen, Quinnipiac Chamber of Commerce
Stacey Hoppes, EDC Secretary

Chair Joe Mirra called the special virtual meeting of the Economic Development Commission to order at 6:34 p.m.

1. **Pledge of Allegiance** – Chair Mirra led the Commission in the Pledge of Allegiance.
2. **Discussion and Possible Action on Regular Meeting Minutes dated June 13, 2022** – Jim Wolfe made a motion to approve the minutes as presented. Gary Fappiano seconded the motion. The minutes were unanimously approved.
3. **Review of Monthly Expenditure Report – June 2022 & July 2022** – Hearing no questions or comments, Chair Mirra continued to the next item on the agenda.
4. **Discussion and possible action on: Urgent Care Facility signage application with ZBA** – The committee had a brief discussion regarding the applicants request for a letter of support to be submitted to the ZBA for a variance request for signage to be added to an existing Tractor Supply sign for their Urgent Care Facility on a shared signage pole. **Anthony Bracale made a motion to support the applicant with their request; the EDC will submit a letter of support to the ZBA before their September 19th meeting. Jim Wolfe seconded the motion. Motion was unanimously approved.**
5. **Discussion on: QCC Business Showcase 2022 – September 22, 2022 @ Best Western, North Haven** – Ray Andrewsen, Director of QCC, went over the schedule for the event. EDC will be hosting a booth at the event. Secretary Hoppes went over time slots available for commissioners to staff the booth and will send an email to the commission for signups.

6. Committee Remarks

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- **Marketing** – The Marketing Committee had a meeting on August 16th. The main focus of the meeting was to review their Spring Marketing Campaign with New Haven Biz and Hartford Business Journals. The Marketing Committee is working to improve their ads and their digital marketing results. They would like to add a Call to Action (CTA) to their future digital marketing efforts.
 - The commission had a brief discussion on some ideas to refine our marketing efforts, including creating a list of industries the commission would like to target.
 - **P&Z Liaison** – Jim Wolfe stated that the agenda for the PZC lists a Site Plan (warehouse) for 5 Research Parkway and a Site Plan (warehouse) for 1107 Northrop Rd.
 - Wolfe stated that the PZC is also having public hearings for parking requirements, and accessory apartments or accessory dwelling units in the Incentive Housing Zone.
 - **Retention/Incentives** – Gary Fappiano stated that they have not had a meeting since May 2022. The commission had a brief discussion regarding reconnecting with the businesses from the Mayor's Company Visitation Program earlier in the year to keep in touch. There was a discussion about assigning a commissioner to each business as an EDC Liaison. The commission will continue to add more businesses that they would like to reach out to for visits.

7. Staff Report/regional matters – In absence of an ED Specialist, Chair Joe Mirra gave an update on the ARPA Application/Process and the Historic Railroad Station progress.

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- ARPA Update – Town Council reviewed the final drafts of the ARPA Applications for Small Businesses and Non-Profits on August 16th. The applications were approved with some changes. Additional details to come regarding process and timelines for applicants.
 - Historic Railroad Station Update – Joe Mirra stated that his meeting with new Adult Education Superintendent went well. The Working Group is gathering information to go in front of Town Council in September to propose the next steps for the project including; work done to date, the vision, the mission, the grant application, and request approval from Town Council to proceed with the project.

8. Chair's Remarks – Joe Mirra gave an update on the Economic Development Specialist position, stating that the closing date for applications/resumes was today, August 29th. He looking forward to hearing from HR with an update.

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- Desk of Joe – Joe stated that he has completed the article for the Fall Issue titled, "The Puzzle is Coming Together". The article touches on how many departments and commissions have been in support of the repaving of Brothers parking lot, the Reuse of the Historic Railroad Station, and other projects that will encourage development to reinvigorate the lower portion of our Town Center.

9. Next meeting Date: October 3, 2022 @ 6:30pm ~ Town Hall, Room 315

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There being no further business, Jim Wolfe made a motion to adjourn the meeting at 7:46 p.m.; Patty Powers seconded the motion. By unanimous vote, the motion carried.

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Sincerely,

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Stacey Hoppes, Secretary



Town of Wallingford, Connecticut

09/09/2022 12:31
kcharest

Town of Wallingford
EXPENDITURES THROUGH AUGUST 31, 2022

2/12 = 16.7%

P 1
glytdbud

FOR 2023 02

	ORIGINAL APPROP	TRANSFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
10011050 ECONOMIC DEVELOPMENT COMMISSIO							
51000 REGULAR SALARIES & WAGES	80,780	0	80,780	3,669.35	.00	77,110.65	4.5%
55110 TRANSPORTATION REIMBURSEMENT	1,500	0	1,500	.00	.00	1,500.00	.0%
55405 PROMOTIONAL EXPENSES	30,250	0	30,250	2,000.00	3,875.00	24,375.00	19.4%
56100 OFFICE EXPENSES & SUPPLIES	1,700	0	1,700	450.00	450.00	800.00	52.9%
58810 DUES AND FEES	2,500	0	2,500	.00	.00	2,500.00	.0%
TOTAL ECONOMIC DEVELOPMENT COMMISSIO	116,730	0	116,730	6,119.35	4,325.00	106,285.65	8.9%
GRAND TOTAL	116,730	0	116,730	6,119.35	4,325.00	106,285.65	8.9%

OK
SMT

** END OF REPORT - Generated by Kathleen Charest **