

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

February 1, 2023

TO: Members of the Economic Development Commission

FROM: Stacey Hoppes, EDC Secretary

SUBJECT: Regular Meeting Agenda – Monday, February 6, 2023 @ 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 January 9, 2023 (*attach.*)
3. Review of Monthly Expenditure Report – December 2022 (*attach.*)
4. Discussion on Revised EDC Yearly Meeting Schedule 2023 (*attach.*)
5. Discussion and Vote: FY 2023-2024 Operating Budget
6. Committee remarks
 - Marketing
 - Update on committee activities
 - **Next meeting:** February 24, 2023 @ 12:00pm - Room 315 (with Ret/Inc Cmte.)
 - P&Z Liaison
 - Update on committee activities
 - **Next meeting:**
 - Retention/Incentives
 - Update on committee activities
 - **Next meeting:** February 24, 2023 @ 12:00pm - Room 315 (with Marketing Cmte.)
7. Staff report/regional matters
8. Chair's remarks
9. Other community business (*vote*)

Dates to Remember:

Feb. 9th – State of the Town, Wallingford

Feb. 24th – Marketing/Retention Incentives Special Mtg.

c: Town Clerk's Office (for posting)

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

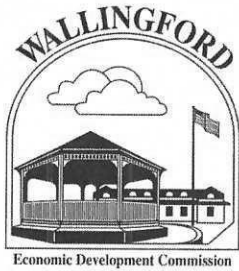
Maribel Carrion, QCC
Ray Andrews, QCC
GovMedia

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.

EDCRMAg020623

tel: (203) 294-2062 • fax: (203) 294-2073 • edc@wallingfordct.gov • Plugin2Wallingford.com



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

Economic Development Commission
Regular Meeting Minutes
January 9, 2023

Present:

Mark Gingras, Vice Chair
Hank Baum, Commissioner
Jim Wolfe, Commissioner
Anthony Bracale, Commissioner
Rob Fritz, Commissioner
Gary Fappiano, Alternate
Patty Powers, Alternate

Absent:

Patricia Cymbala, Commissioner

Others Present:

Joe Mirra, Acting Economic Development Specialist
Stacey Hoppes, EDC Secretary

Vice Chair Mark Gingras called the regular meeting of the Economic Development Commission to order at 6:30 p.m.

1. **Pledge of Allegiance** – Vice Chair Gingras led the Commission in the Pledge of Allegiance.
2. **Discussion and Possible Action on Regular Meeting Minutes dated December, 2022** – Jim Wolfe made a motion to approve the minutes as presented. Anthony Bracale seconded the motion. The minutes were unanimously approved.
3. **Review of Monthly Expenditure Report – November 2022** – Jim Wolfe asked if additional funds are needed for the Office Expenses & Supplies account, seeing that it is above 42% in expenditures. Secretary Hoppes stated that additional funds for this account are not necessary at this time.
4. **Committee Remarks**
 - **Marketing** – Mark Gingras gave a brief update on the Economic Development Specialist position. The new updated ad for the position will be posted again by January 20th. It will be distributed through the EDC digital avenues, the town website, and various sites like Indeed, Record Journal, etc. through the Human Resources department.

Rob Fritz – arrived at 6:37pm

- The Marketing Committee has agreed to hold off on the Spring Marketing Campaign until a new ED Specialist is in place. Instead they will work on a billboard refresh. The committee and staff will gather the billboard information, and will continue this discussion at their next meeting.
- **Next Meeting:** Thursday, January 26, 2023 @ 12:00pm (noon) Town Hall, Rm 205
- **P&Z Liaison** – Hank Baum updated that the Warehouse applications for 5 Research Parkway and 1107 Northrop Road were both approved.
 - Planning & Zoning Commission meeting is January 9th @ 7:00pm (no EDC attendance necessary)

- 55 • Joe Mirra informed the Commission that the PZC will be discussing a temporary
56 moratorium for warehouses at a future meeting to assess the impact in the area.
57 Secretary will inform the Commission of any updates and meeting dates.
- 58 • Mirra initiated a discussion regarding the downtown parking spaces/unit requirements.
59 The current regulation is 1.5 space/unit. The PZC will be discussing whether the
60 regulation should be lowered to either 0.75 spaces/unit or 1 space/unit. Mirra stated
61 that he would even entertain 0 space/unit, stating that the apartments will be 1½
62 bedroom occupancies and they foresee most of the tenants not having a need for a
63 parking space due to the walkable downtown culture and the accessibility to the train
64 station. Jim Wolfe stated that the apartment complexes will have to be ADA compliant
65 and have parking spaces designated for deliveries and emergency vehicles. Baum
66 stated that the PZC mentioned scheduling a Public Workshop for open discussion on
67 this item, and suggested that committee members plan to attend. Secretary Hoppes
68 will forward any additional announcements regarding the Public Workshop.
- 69 • Rob Fritz asked if there is a way to find out the parking regulations, and the numbers
70 of spaces occupied for Judd Square and Parker Place complexes, and use these
71 numbers as a reference. Staff will look into gathering this data.

- 72 ➤ **Retention/Incentives** – Patty Powers stated that they did not have a meeting In December.
73 The committee is continuing to review the Incentive Programs through the EDC and the town.
74 There was a brief discussion regarding the Manufacturing Incentives, this discussion will
75 continue at the next meeting.
- 76 • There was a brief discussion about promoting the EDC website to the businesses in
77 town. This item will be discussed at the combined Special Meeting of the Retention
78 Incentives and Marketing Committees.
- 79 • The committee is going to start working on scheduling Company Visits for March and
80 April 2023. Powers also stated that she is going to start working on creating and
81 scheduling a Brokers Breakfast for the spring.
- 82 • **Next Meeting:** Retention Incentives Committee & Marketing Committee - Combined
83 Special Meeting ~ Friday, February 24, 2023 @ 12:00pm (noon) Town Hall, Rm 205

84
85
86 **5. Staff Report/regional matters** – Mayor’s State of the Town is scheduled for February 9, 2023.
87 Member invites will be sent out soon. The commission will email staff with suggested businesses
88 that the EDC should invite to the event. Secretary Hoppes will send the invites to the businesses
89 once the list is finalized.

- 90 ➤ Mirra updated that the ARPA Application Review Committee cancelled their first two (2)
91 meetings in January. The committee is awaiting to receive the applications from the
92 consultants.

93
94 **6. Chair’s Remarks** – None at this time.

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96 **7. Next meeting Date:** February 6, 2023 @ 6:30pm ~ Town Hall, Room 315

97
98 **There being no further business, Jim wolfe made a motion to adjourn the meeting at**
99 **7:11 p.m.; Patty Powers seconded the motion. By unanimous vote, the motion carried.**

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101
102 Sincerely,

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105 Stacey Hoppes, Secretary
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01/19/2023 09:15
kcharest

Town of Wallingford
EXPENDITURES THROUGH 12/31/22

P 1
glytdbud

6/12 = 50%

FOR 2023 06

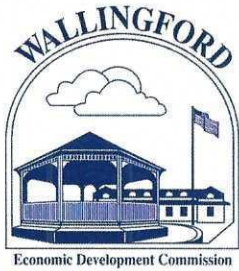
	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED

10011050 ECONOMIC DEVELOPMENT COMMISSIO							

51000 REGULAR SALARIES & WAGES	80,780	0	80,780	3,931.43	.00	76,848.57	4.9% ✓
55110 TRANSPORTATION REIMBURSEMENT	1,500	0	1,500	.00	.00	1,500.00	.0% ✓
55405 PROMOTIONAL EXPENSES	30,250	0	30,250	6,757.00	2,808.00	20,685.00	31.6% ✓
56100 OFFICE EXPENSES & SUPPLIES	1,700	0	1,700	711.92	188.08	800.00	52.9% ✓
58810 DUES AND FEES	2,500	0	2,500	150.00	.00	2,350.00	6.0% ✓
TOTAL ECONOMIC DEVELOPMENT COMMISSIO	116,730	0	116,730	11,550.35	2,996.08	102,183.57	12.5%
GRAND TOTAL	116,730	0	116,730	11,550.35	2,996.08	102,183.57	12.5%

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

OK
Smile



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Economic Development Commission
45 South Main Street, Room 311
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February 1, 2023

ECONOMIC DEVELOPMENT COMMISSION
REVISED Meeting Schedule for 2023

The Economic Development Commission will meet at **6:30 p.m.** in **Room 315** in Wallingford Town Hall on the following **Mondays**:

Monday, March 27

April 24

May 22 * (due to holiday)**

June 26

July – No Meeting/Summer Recess

August – No Meeting/Summer Recess

September 25

October 30

November 27

December 18 * (due to holiday)**

Joseph E. Mirra, Chairman
Economic Development Commission

(Meetings are typically held the last Monday of each month in Room 315, if there is a change to the date, time, and/or location it will be noted on the corresponding meeting agenda.)

smh

c: Mayor's Office
Town Clerk (for posting)

ec: EDC Commissioners/Staff
Quinnipiac Chamber of Commerce
GovMedia and Website
Town Clerk (for TC)
Wallingford Center, Inc.

EDCMtgSched2023Revised