

**Economic Development & Improvement Commission**  
**Regular Meeting – Thursday August 13, 2009 – 12:00 Noon**  
Town Manager’s Conference Room, First Floor, Town Hall

**Minutes**

1. Call To Order – Chair Greenblatt called the meeting to order at 12:05 p.m.
2. Attendance and Quorum (6 members required) – Members in attendance: Greenblatt, Adamian, Willard, Knapp, Hughes, Sacks, Amoruso, McHugh. Also in attendance: Town Manager Bridges, Town Planner Gillespie, PZC liaison Knecht, Ellyn Laramie new Executive Director of the Chamber of Commerce and Paul Montinieri Council liaison.
3. Old Business
  - a. Farmer’s Market – Mr. Sacks reported that the financial situation for the market was good with a percentage of the proceeds being donated to charities, the number of vendors was also reported to be strong. Plans are being investigated for a possible winter location for the market. Chair Greenblatt thanked Mr. Sacks for his efforts.
  - b. Business Visitation Program – Mr. Gillespie encouraged members to conduct their visits, Mr. Amoruso volunteered for some visits.
  - c. Shop Local – Mr. Gillespie reported that a mailing is underway to all businesses asking for information for the business directory. Mr. Willard suggested establishing a Facebook account for the Commission. Mr. Amoruso stated that he has access to detailed demographic information that might be useful to identify gaps in the retail market place.
  - d. Wayfinding Signage Status Report – Mr. Gillespie reported that the firm of Design:Clark has been selected for the project and has started to put together some initial designs for consideration for the Committee. Mr. Willard offered to represent the EDIC on the committee.
  - e. Façade Improvement Loan – Pelton’s Home Health Care Status – Mr. Gillespie reported that he has had several conversations with the contractor for this project with indications that the project should start once the plans are completed by the architect.
  - f. Façade Improvement Applications and Status Report – Mr. Gillespie distributed an update of the available funding for the program: 14 projects funded, 7 completed, \$480,000 set aside for the program, \$73,608 available.
  - g. Town Calendar and Business Directory – Mr. Gillespie reported that a draft RFP has been prepared for review and a meeting is scheduled with the Chamber leadership to finalize the details, a copy of the draft was distributed to the members. Several suggested modifications were discussed. A vendor should be selected by early September.
4. New Business
  - a. Breakfast Meeting/Forum – October 1 – Mr. Greenblatt suggested that a forum with representatives from the real estate community should be held to discuss the state of the real estate market and the perceptions of the community as a place to live, work etc... It was suggested that the event should be held at the Country Club. Mr. Greenblatt and Ellyn Laramie offered to help plan the event. Town Manager Bridges suggested that the focus of the event should be to listen to the concerns and then schedule a follow up to address the concerns. The Board of Education will be contacted for participation.

b. Cornfest 2009 – September 12 – Mrs. McHugh motioned to approve funding for a booth and banner at Cornfest and invite Tourism participation to promote the jobs that EDIC and Tourism are doing for the Town, Mr. Willard seconded the motion and the vote showed all members in favor.

c. Salute To Business – Chair Greenblatt expressed his displeasure with the lack of EDIC member attendance at the 2008 salute. Mr. Greenblatt stated that the entire membership needs to participate in this flagship event. It was suggested that the event be scheduled for early December mid week. Mr. Gillespie will set up a meeting to discuss details.

d. Project Liason's – Mr. Sacks suggested that the members establish an “Adopt A Business” program in an effort to improve relations with new business initiatives and projects. Mr. Greenblatt offered to flesh out the idea in more detail.

5. Reports - Town Manager's Report – Town Manager Bridges thanked the members for the warm welcome and stated that he has received an emphatic message from the Council regarding the importance of economic development and redevelopment for the community and the role of the Commission in this work.

Town Council Liaison's Report – Mr. Montinieri expressed his satisfaction that the new Manager has started work and his strong qualifications for the job. Mr. Montinieri also noted that this is an election year and new faces may appear with interest in participation in the EDIC initiatives.

Planning & Zoning Commission Liaison's Report - Mr. Knecht summarized recent PZC activity.

Tourism Commission Liaison's Report – Mrs. McHugh summarized recent Tourism efforts including the Parade, new brochures, wayfinding program.

Redevelopment Agency Liaison Report – No report.

Chamber of Commerce Liaison's Report – Ellyn Laramie introduced herself and explained that the present focus of the Chamber was the Cornfest and several new initiatives were being discussed.

Director of Planning and Economic Development's Report – Mr. Gillespie reported that several commercial properties were under contract at the present time. Questions were raised about the North East Utilities building on Cumberland Avenue.

6. Chairman's Report – Chair Greenblatt stated that all of the EDIC projects need individual members to drive them forward in order to be successful.
7. Sub-Committee Reports - Marketing and Communications – Doug Sacks commented on the need for members to volunteer on projects and suggested for example that someone should be tasked with offering any assistance with the Comstock Ferre property.

Financial Strategies – Previously discussed.

8. Minutes- July Meeting – Mr. Adamian motioned to approve the minutes, Mrs. McHugh seconded the motion and the vote showed all members in favor.
9. Next Meeting – September 10, 2009
10. Correspondence
11. Adjournment – The meeting was adjourned at 1:42 p.m.

cc: Dolores Sassano, Town Clerk