

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

**MINUTES**

1. Call To Order – Chairman Greenblatt called the meeting to order at 12:02 p.m.
2. Attendance and Quorum (6 members required)

Members in attendance: Chair Howard Greenblatt, Dorcas McHugh, Bill Knapp, Joan Hughes, Rick Willard, John Adamian, Doug Sacks, Betty Rosania, Ken Rizzio and Betty Standish.

Members absent: Brian Silver, Chris Lyons, Rick Willard, Jay Amoruso, Jonah Evenson and Rene Ortega.

Also in attendance: Jeff Bridges – Town Manager; Phil Knecht – Planning and Zoning Commission Liaison; Peter Gillespie – Economic Development Manager/Town Planner and Denise Bradley – Assistant Planner.

3. Old Business

- a. Farmer’s Market – Doug Sacks reported on the following:
  - Gift baskets
  - Winter Market
  - CT Grown
- b. Business Visitation Program – Peter Gillespie noted that not many visitations have been completed and to contact him for assignments.
- c. Shop Local – Peter Gillespie distributed information to be included in the Town Guide and a brief discussion ensued regarding forwarding this item to the Marketing Sub-Committee to work on.
- d. Wayfinding Signage Status Report – Peter Gillespie distributed examples of the proposed signage and noted several variations in shape, format and color. He added that the Committee will now seek feedback from the CTDOT.
- e. Façade Improvement Application – 770 Silas Deane Highway – Subway – Peter Gillespie reported on the overall status of ongoing façade projects and discussed the funding still available. Howard Greenblatt discussed the findings of the Finance Sub-Committee and the proposed scope of the project. A discussion ensued regarding the elimination of the reconstruction of the parking lot from the project funding. Betty Rosania made a motion to support the recommendations of the Finance Sub-Committee to fund \$22,171. Rick Willard seconded the motion and all voted in favor.

- f. Town Guide, Calendar and Business Directory – Peter Gillespie reported that November 13<sup>th</sup> is the deadline for ad requests and that the level of ad sales so far was much lower than was originally hoped for. He noted that approximately 250 businesses responded to the survey and that next year the process should commence earlier.

**4. New Business**

- a. Breakfast Meeting/Forum – October 16 – Howard Greenblatt thanked all the EDIC members who attended the event and discussed the success of the event and the suggested compilation of promotional material for realtor's to use as a handout.
- b. Salute To Business – December 8 – Peter Gillespie noted that the Salute will begin with a social hour at 5:30 and the awards will follow at approximately 6:30 and pointed out that 39 awards will be given out. Howard Greenblatt noted the importance of all members who are available to attend the event.
- c. Project Liaison's – No report was given.
- d. Vacant Property Updates – Discussed in previous agenda items.

**5. Reports - Town Manager's Report – Nothing additional to report.**

Town Council Liaison's Report – No report was given.

Planning & Zoning Commission Liaison's Report – Phil Knecht discussed the highlights of the November 4<sup>th</sup> meeting.

Tourism Commission Liaison's Report – No report was given.

Redevelopment Agency Liaison Report – No report was given.

Chamber of Commerce Liaison's Report – No report was given.

Director of Planning and Economic Development's Report – Peter Gillespie discussed the highlights of the Monthly Economic Development Report.

**6. Chairman's Report – No report was given.**

**7. Sub-Committee Reports -**

Marketing and Communications – Doug Sacks noted that the group will seek to identify and complete a project every month. He noted his recent contact with the new local press reporter at the Hartford Courant, Amanda Falcone, and the new EDIC signage to identify sponsorship of façade projects and to welcome new business.

Financial Strategies – No report was given.

**8. Minutes- October 7, 2009 Meeting – Rick Willard made a motion to approve the minutes with corrections. Joan Hughes seconded the motion. All voted in favor; Dorcas McHugh abstained.**

**9.** Next Meeting – December 10, 2009

**10.** Correspondence

**11.** Adjournment - John Adamian made a motion to adjourn at 1:45 p.m. Betty Rosania seconded the motion and all voted in favor.

Respectfully submitted,

Denise Bradley, Assistant Planner