

**Town of Trumbull
Economic and Community Development Commission
Meeting Minutes
December 13, 2016
Trumbull Town Hall**

Chairman: Ralph Sather

Present: Commissioners Jackie Galiani, Evelyn Zamary, Eric Michel, Mark Smith, Beryl Kaufman

Director of Economic & Community Development: Rina Bakalar

Chairman Sather called the meeting to order at 7:20 p.m. and made a motion to approve the November 2nd meeting minutes. Ms. Zamary accepted the motion, seconded by Ms. Kaufman and unanimously approved by the Commission.

2017 Approval of Meeting Dates

A motion was made to approve the 2017 meeting dates by Chairman Sather. Ms. Zamary accepted the motion, seconded by Ms. Galiani and unanimously approved by the Commission.

2017 Election of Officers – December Meeting

Chairman – Ralph Sather - nominated by Ms. Kaufman, seconded by Ms. Galiani and unanimously approved.

Vice Chairman - Jackie Galiani - nominated by Chairman Sather, seconded by Ms. Zamary and unanimously approved.

Secretary – Evelyn Zamary - nominated by Chairman Sather, seconded by Ms. Kaufman and unanimously approved.

Goal Setting for 2017

Chairman Sather suggested goals should be divided into two groups (Economic Development and Community Development) and requested the Commissioners draft goals for each category and submit them to Ms. Bakalar and himself. They will be reviewed, modified and approved at the January meeting.

Directors Report

Ms. Bakalar reported that the CERC Board & Commission training was successful and is planning a number of next steps including a potential spring/early summer bus tour for commercial brokers in the area to visit key sites in Trumbull.

Ms. Bakalar noted a traffic study was completed for Long Hill Green area targeting changes needed and offering recommendations. Additional master planning for the area will be undertaken. We are still waiting for our contract from the state for the Long Hill Green grant. Future planning meetings will be held to include attendees from local businesses and Board

and Commission members from the prior training sessions that expressed an interest.

Place Making Workshop

Ms. Bakalar advised that ECDC will work with CERC to potentially host a Place Making Workshop. Invitations will go to Board and Commission members. Chairman Sather expressed his support noting the Town needs to be proactive in designing the community, which is an essential goal of the Commission. Ms. Bakalar advocated place making and noted it is the future of economic development and stressed the intentional locating of businesses, community and social spaces in one area stimulates economic growth.

Housing Incentive Zone Plan and Zoning Regulation Revision Project

The Town received a grant to create a Housing Incentive Zone Plan. A consultant has been hired and has laid out a timeline for the plan. The plan will be a housing choice plan that will address a variety of housing options (affordable, senior, work force, luxury housing and rental) and how they best fit within the community. A meeting of Planning and Zoning will be held in February to introduce the planning process. All relevant Boards and Commissions will be invited to that meeting for the overview. The planning process will include public engagement.

An RFP is under development and will go out in January to hire a consultant to undertake a zoning regulation revision. Rob Librandi (Land Use Planner) and Doug Wenz (Zoning Enforcement Officer) will be primary staff for this effort. More details on this will be presented in January. The project is expected to take up to 12 months.

Property Acquisitions

Property acquisitions on Church Hill Road and South Edgewood are being finalized – 3 have closed, the last one closing on Jan. 5th. The homes, maintained by Public Works, will be demolished once they clear all necessary reviews. Great effort has been taken to use and donate elements of the interior of the homes including connection to Habitat for Humanity.

Grants

The Federal Transportation Alternatives Program – A new project grant (\$989,000) will be used for the Church Hill trail head to connect town the municipal/commercial center to the trail via the newly acquired properties. There will be two rest stops, a 10' trail for bicycles, pedestrian and emergency vehicle access, parking scape and other trailhead amenities including signage.

Department of Energy and Environmental Protection for CT Rails to Trails Program – This grant will be used to create a trail head from commuter lot on White Plains Road to the Pequannock River Trail at the Veteran's Memorial. A 6 foot trail connector will be installed. Enhancements to the cross walk will be undertaken.

The Federal Transportation Alternatives Program-Existing Projects – A grant was submitted to get the remaining funds needed to construct the trail connection through Trumbull Center and to pay for the incremental cost difference to use concrete given the high visibility of the trail through Trumbull's commercial corridor.

Ms. Bakalar noted the trail will not only service recreational activities but is also a transit way

– a driving force for economic development. Chairman Sather inquired how we can generate publicity and a newspaper series (Ms. Galiani), a question and answer format (Ms. Kaufman) and a short video interview (Mr. Smith) could be posted on our website and on social media, were suggestions. Ms. Bakalar advised she has hired a new videographer, Frank Borres and the ECDC video will be done by June.

Marketing Plan – Ms. Bakalar advised ECDC one goal this year could be to initiate a basic marketing plan for our efforts. It can help maximize efforts and distribution and use of the video, newsletter and other communications. Ms. Bakalar also mentioned an idea for a speaker for the next Business Appreciation Breakfast-- Linda McMahon - head of the U.S. Small Business Administration.

Discussion of Electronic Newsletter

Will go out this Friday, latest Monday - December 19th.

Adjournment

There being no further business or community input, Chairman Sather requested a motion to adjourn at 8:50 p.m., accepted by Mr. Michael seconded by Ms. Kaufman and voted in favor unanimously by the Commission. The next meeting is planned for Tuesday, January 3rd, 2017.

Respectfully submitted,

Gail Andreyka
Clerk