

**Town of Seymour
Economic Development Commission
Minutes
Tuesday, December 4, 2012 – 6:30 PM
Flaherty Room – Seymour Town Hall**

Members presents: Jon Szuch, Ron Balabon, Marietta Sabetta, Ted Holly, Rosalie Averill and Kathleen Conroy-Cass.

Members not present: Michael Horbal

ITEM #1 Call Meeting to Order

Meeting called to order at 6:35 p.m. by Chairman Jon Szuch.

ITEM #2 Pledge of Allegiance

Pledge of Allegiance led by Chairman Jon Szuch.

ITEM #3 First Selectman Comment.

There was no report from the First Selectman.

ITEM #4 Public Comment

Howard Enquist stated that he has not been doing much regarding his property but will begin working on it again.

ITEM #5 Approval of Prior Meeting Minutes – September 4, 2012

Mrs. Averill moved to approve the minutes of the September 4, 2012 meeting as presented. The motion was seconded by Mr. Holly and carried unanimously (6-0).

ITEM #6 Discuss and set 2013 EDC Meeting Calendar

The members reviewed and discussed the meeting schedule for 2013 and were in agreement to continue to meet on the first Tuesday of each month at 6:30 p.m. with the November 2013 meeting scheduled for Wednesday, November 6th. Mrs. Averill moved that the Commission adopt the proposed meeting schedule for 2013 with meetings held monthly on the first Tuesday of each month at 6:30 p.m. with the November meeting scheduled for Wednesday, November 6, 2013. The motion was seconded by Mr. Balabon and carried unanimously (6-0).

ITEM #7 Elect 2013 EDC Officers: Chairman and Vice Chairman positions.

Mrs. Averill moved that Jon Szuch be Chairman and Ron Balabon serve as Vice Chairman. The motion was seconded by Ms. Sabetta and carried unanimously (6-0).

ITEM #8 Economic Development Director's Report(s) – Fred Messore

Chm. Szuch noted that Fred Messore was not in attendance this evening but had submitted his reports for October and November. Chm. Szuch also stated that he will speak with Mr. Messore and ask that items that do not pertain to EDC business not be included in the report. He will also ask that he include a brief summary and more detail for each item on the report. The Commission reviewed both his October and November reports. Ms. Sabetta stated that she will follow up with Mr. Messore on several items on the reports and have him e-mail the members with more details.

A motion to add to the agenda discussion and finalizing of 2013/2014 budget was made by Mr. Balabon, seconded by Mr. Holly and carried unanimously (6-0).

The Commission reviewed the current budget as of 12/3/12 and Chm. Szuch noted that there is approximately \$1,300.00 in the Economic Development Commission budget and \$16,500.00 in the Economic Development Department budget. He stated that the Commission can discuss with Mr. Messore at the January meeting what can be done with these funds.

The Commission then reviewed proposed budget for 2013/2014 and Chm. Szuch made the following recommendations:

Board Secretary Fees (#125) remain at \$1,000.00; Other Purchased Services (#300) \$9,500.00; Purchased Services – EDCMDP (#310) zero; Other Professional Services (#330) zero; Education/Meetings/Seminars (#350) zero; Communications/Telephones (#530) zero; Advertising (#540) zero; Travel (#580) zero; General Supplies-Postage (#610) zero; and Social Security – EDC Secretary (#220) zero. The total budget request would be \$10,500.00.

Ms Sabetta stated that she felt that some funds should be in the education/meetings and seminars account since there have been seminars that members have attended in the past. Mrs. Averill stated that she felt that some funds should be in the advertising account and used for advertising the downtown area of Seymour. She noted that Mr. Horbal had indicated in an e-mail that he would also like to see funds used for advertising the downtown area. Mr. Balabon stated that \$500.00 could be requested for advertising and \$500.00 for education/meetings/seminars. Chm. Szuch stated that the Commission could request \$8,500.00 in other purchased services of which \$400.00 would be for website updates; \$7,500.00 for streetscape and \$600.00 for new signs and banners for the downtown.

Mrs. Averill moved that the Economic Development Commission budget request for 2013/2014 be a total of \$10,500.00 broken down as follows: Board Secretary Fees (#125) \$1,000.00; Other Purchased Services (#300) \$8,500.00;

Education/Meetings/Seminars (#350) \$500.00 and Advertising (#540) \$500.00. The motion was seconded by Mr. Holly and carried unanimously (6-0).

ITEM #9 Discussion on 2012 MEDP Update

Chm. Szuch stated that no negative responses have been received to the report and he felt that a lot of things were addressed in the report. He felt that everyone did a good job working on it.

ITEM #10 EDC Chairman's Report

Chm. Szuch stated that he will request that the First Selectman attend the Commission meetings next year.

ITEM #11 Old Business

Mrs. Averill asked about the Sweets & Eats property and Mr. Holly stated that as far as he knew they were still negotiating contracts. Mrs. Averill also asked about the company hired to assess the buildings that the Town is considering selling. Chm. Szuch stated that he will ask Mr. Messore to give an update on that at the January meeting. Mrs. Averill also asked about any update on Tri-town Plaza and Mr. Holly stated that he had no update on that.

A motion to adjourn was made by Mrs. Averill, seconded by Mr. Balabon and carried unanimously (6-0).

The meeting was adjourned at 7:25 p.m. by Chairman Jon Szuch.

Respectfully submitted,

Maryanne DeTullio, Recording Secretary