

DATE: 6/13/11
TIME: 11:02 AM
TOWN CLERK'S OFFICE

**Town of Seymour
Economic Development Commission**

**Minutes
Tuesday, June 7, 2011 – 7:00 PM
Flaherty Room – Seymour Town Hall**

Members present: Jon Szuch, Ted Holly, Rosalie Averill, Michael Horbal, Ron Balabon
Members no present: Joseph Cass and Marietta Sabetta

ITEM #1 Call Meeting to Order

Meeting called to order at 7:00 p.m. by Chairman Jon Szuch.

ITEM #2 Pledge of Allegiance

Pledge of Allegiance led by Chairman Jon Szuch.

ITEM #3 First Selectman Comment.

Chairman Szuch stated that the First Selectman was not in attendance at the meeting this evening.

ITEM #4 Public Comment

Al Yagovane from the Seymour Planning and Zoning Commission represented himself and spoke on the Broad Street Park renovation project at the corner of Broad Street and West Street and stated that they are waiting for the lease to be signed and sent from the DEP and Attorney General of Connecticut's office to the Town of Seymour and that should be in the coming week he was hoping.

Mrs. Averill stated that the next meeting of the Economic Development Commission will be in the next fiscal year's budget 2011-12 and felt that some \$3000 funds from the remaining 2010-11 budget should be encumbered from this year's budget for this project.

Mr. Horbal recused himself from discussing this matter and left the room. The Commissioners reviewed the budget and Chairman Szuch felt that approximately \$2900-\$3000 was available. Mrs. Averill asked if the Selectmen approved this project and Mr. Yagovane stated that they have but with some stipulations. Chairman Szuch stated that in order to encumber any funds an invoice would be needed for a specific amount. Mr. Yagovane stated that one of the items that the Commission could fund would be a bench with a placard. The cost of a bench would be approximately \$1,300.00 and the plaque would be \$250.00 for a total of \$1550.00

Mrs. Averill moved to add to the agenda discussion and possible action on expenditure for the Board Street Park out of this fiscal year's budget. The motion was seconded by Mr. Balabon and carried 4-0.

Mrs. Averill moved that the Chairman be authorized to obtain a purchase order after receiving the necessary paperwork and invoice from Mr. Yagovane not to exceed \$1,500.00 to be allocated for a bench and plaque. The plaque shall read donated from

the 2011 Town of Seymour Economic Development Commission and the funds will come from line item Other Purchased Services.

Economic Development Department

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Chairman Szuch explained that once this is done the remaining balance of approximately \$1,500.00 will go back to the Seymour taxpayers. He also stated that if the necessary paperwork and invoice is not received before the end of this fiscal year which is June 30, 2011 then the allocation will not be authorized and the entire balance remaining of ~\$3000.00 will go back to the general fund.

ITEM #5 Approval of Prior Meeting Minutes – May 3, 2011 Regular Meeting

A motion to approve the minutes of the May 3, 2011 meeting was made by Rosalie Averill and seconded by Michael Horbal. The motion was carried 5-0.

ITEM #6 Seymour Zoning Officer – updates from their perspective on new businesses contacting Seymour for permits.

Chairman Szuch stated that the ZEO could not be present at the meeting this evening. He stated that he informed him that the Commission would like an update on the status of various projects in the Town. Chairman Szuch stated that he received an e-mail from the ZEO which stated that Auto Zone and Chase Bank are going forward but that he has no control over the former burned down Housatonic Wire Factory site being blighted. Mrs. Averill stated that she did not think that the ZEO should be attending the Commission's meeting as he is charged with enforcing the zoning regulations and answers to the Planning and Zoning Commission and the First Selectman. Chairman Szuch stated that with no Economic Development Director or Assistant on board there is no information coming to the EDC regarding any development in town other than what the EDC does itself or finds out about. Mr. Horbal suggested speaking with the First Selectman and asking him that if there is an opening on the EDC Commission that a member of the Planning and Zoning Commission to appointed as a liaison member. Mr. Horbal also stated that he spoke with the ZEO and he was not certain what was expected of him by this Commission. Chairman Szuch stated that the Commission would like to find out what is going on throughout the town with various developments starting to come to fruition.

ITEM #7 Update TonSha - EDC.com website, EDC Mailing and EDC Real Estate and Other Stackable Templates – Sharon Grodzicki

Chairman Szuch stated that Sharon Grodzicki was unable to attend the meeting tonight but did submit a report in writing (copy attached). Her report indicated that 268 letters were sent out to businesses in Seymour and to date there have been no responses received. Chairman Szuch stated that someone should follow up to make sure that they were all mailed. Mrs. Averill stated that she will follow up on this. Chairman Szuch stated that a great job was done with the EDC website, www.seymourEDC.com and there is not much more other than routine maintenance that needs to be done with that. The only other thing would be to add the video to it. Chairman Szuch also stated that nothing will be done with the real estate template until there is more interest in that.

ITEM #8 ED Director & Assistant's Report

Mr. Horbal stated that the Board of Selectmen are meeting this evening and should be acting on the hiring of the Economic Development Director. He asked if the Commission should meet with that person prior to the next meeting and when the person will begin working. Chairman Szuch stated that the person will need to go through the website and become familiar with what has been going on in the past and what is expected of them. He will also be required to attend the next meeting of the Commission and all subsequent meetings per the job description.

Mike Horbal stated that he is working on putting something together regarding a town enterprise zone. Chairman Szuch stated that we need tax incentives to attract businesses to town and also to have the EDC Director hired.

Mrs. Averill asked about the proposed new restaurant on Roosevelt Drive by Tony Mavuli. Mr. Horbal stated that he has started construction on the buildings but has run into some setbacks. He stated that Mr. Mavuli really wanted to preserve the house but had two structural engineers look at it and both determined that it was not feasible to save it. Mr. Mavuli has saved some of the wood and stones from the house which he would like to use in the new restaurant. He also took pictures of the house.

Chairman Szuch stated that he has heard that Mr. Regina was suing the Town over his tax assessment on the new Mountain Road Plaza but did not know if this was true. Mrs. Averill stated that he would have to first appeal the assessment and then go forward with a lawsuit. Chairman Szuch would like to know if a lawsuit is pending or not.

The Commission discussed the former burned down Housatonic Wire Factory situation and there was nothing new to report on that. A new Hamburger shop and Tea shop have both opened in town.

Al Yagovane, Planning and Zoning Commission member stated that the Commission should send a letter to the Chairman of the Planning and Zoning Commission requesting that they be kept informed on new projects in town. He also stated that the ZEO works for P&Z and provides them with a monthly report of his activities.

A motion to adjourn the meeting was made by Rosalie Averill, seconded by Ted Holly and carried unanimously (5-0).

The meeting was adjourned at 8:00 p.m. by Chairman Jon Szuch.

Respectfully submitted,
Maryanne DeTullio, Recording Secretary



**TOWN OF SEYMOUR
ECONOMIC DEVELOPMENT COMMISSION
REPORT AS OF
JUNE 7, 2011**

We mailed 268 letters to the businesses in Seymour. Have received no response. I did follow up with Dee Caruso to make sure she knew they had to go out and she said she was taking care of it. We set up the database, wrote and printed the letters and sent them along with the labels to the Town. I know the form on the website is working as well as my email because I got two solicitations from website companies out of state who filled out the form to be listed.

Maybe we should have included the business directory form in the mailing.

The only real estate listing I got was from Rosalie and I took care of posting that for her.

At this point, I don't see a purpose to continue with the real estate templates unless there's another plan. Perhaps we can have a meet and greet with real estate agents and tell them about our program and pass out the literature.

I also sent a thank you letter along with a copy of the brochure to Karl Wiedermann at Thule-USA thanking him for responding to us.

At this point, I don't know what the next steps are that you'd like us to do.

We are paid in full. The posting we did for Rosalie and the additional press release request to send to the Huntington Herald are on the house.

As Jon can attest to, marketing efforts, for the best results, require follow up.

We have positioned the Economic Development Commission with an effective platform to go forward. At this time, I feel that the imminent appointment of a new Economic Development Director is key is carrying our marketing efforts forward. The new EDD has the marketing materials to utilize, the recent public relations campaign that brought much publicity to EDC's efforts, the business database the we created and proactive and professional commission to work with.

Upon the EDD's hiring, I would like to personally meet with him/her to apprise them of our accomplishments, plans and offer suggestions and our continued services, of course, with and through the EDC's approval.

I don't want to spend the EDC's funds on frivolous items at this time.

Please keep me posted. If I receive anything I will let you know.

On a personal note, I will miss not being at the meeting tonight and look forward to seeing you all again and picking up/continuing on our marketing efforts for the Town of Seymour.

Best regards,

Sharon Fales Grodzicki - CEO
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