



**TOWN OF MADISON  
CONNECTICUT 06443  
ECONOMIC DEVELOPMENT COMMISSION**

Approved February 12, 2009

Minutes of the regular meeting of the Madison Economic Development Commission held on Thursday, January 15, 2008, at 7:30 p.m. Madison Town Campus.

Present: Commissioners Peter Thomas, Jim Ball, Ryan Duques, Edwin Moore, Anne Foley, Hank Yaggi

Also present: Bill Gladstone, Board of Selectmen; Keith Mirante, Coastal Chiropractic and Wellness; Joe Banish, Chem Swap

Peter Thomas called the meeting to order at 7:40 p.m.

1. Approval of minutes. Peter Thomas requested that the Clerk resend copies of the last few sets of minutes to all Commission members and unapproved minutes will be voted on at the February meeting.
2. Election of Officers. Peter Thomas noted that the Commission needs to take action on election of its officers.

On motion made by Mr. Ball, and seconded by Mr. Duques, the Commission voted unanimously to approve the nomination of Peter Thomas as Chairman, Hank Yaggi and Vice Chairman and Anne Foley as Secretary of the Economic Development Commission for 2009.

3. Review of Commission budget. Peter Thomas noted that the FY 2009-2010 budget was submitted to include \$2850 for Tourism and \$7000 for Commission projects. This is the same request as the prior year budget. He noted that projects for the current year would include the Town mapping project and working with the agencies such as the Chamber of Commerce and SCORE. He noted that at the last EDC meeting a representative from SCORE had given a presentation on the services their organization provides to businesses.

Peter Thomas noted that he had submitted a letter to the Finance Director expressing concern that submitting the same request as the prior year will limit the activities that can be pursued by the Commission for the next fiscal year. He recommended that the Town

Peter Thomas – Chairman  
Hank Yaggi – Vice Chair  
Anne Foley – Secretary

Jim Ball  
Ryan Duques  
Edwin Moore  
James Satterwhite

consider the establishment of the position of Director of Economic Director to work on and expand progress with economic development issues and to serve as a contact person for economic development projects. He had indicated that he believes that the current economic conditions warrant a full time advocate for business in Town. In response to a question by Ryan Duques, Peter Thomas noted that this position would be set up for the individual to report directly to the First Selectman. He believes it is important to have this idea out for discussion at this stage. Bill Gladstone noted that the EDC will have an opportunity to speak at the budget workshops to be held next Saturday.

Ryan Duques suggested that consideration be given to possibly combining this proposed position with a proposed Planning and Zoning position that has been under consideration. Bill Gladstone commented that he could see some merit in the idea of combining these positions. He noted that the Planning and Zoning Department sometimes spends their budget funds on outside help and adding the new position might reduce the need to hire outside help allowing these funds to be used for the new position. He is concerned, however, that the Board of Selectmen will be hesitant to add any new positions during the current economic climate. Peter Thomas noted that he does not believe that a job description for the Planning and Zoning position has been developed yet since this would have come before the Job Evaluation Committee and he is a member of this Committee.

Hank Yaggi recommended that the Commission obtain sample job descriptions of Economic Development Directors in other communities. Peter Thomas noted that Madison is still early in the process but he agreed that obtaining sample job descriptions will be helpful at an appropriate time. Jim Ball noted that Guilford and Branford both have an economic development staff person so they would be a source of information. Mr. Banisch noted that he is familiar with these staff people and knows that they could like to have contact with the Madison ECD. He suggested that a sub-committee of the Commission be formed to assist with performing some of the staff person functions until funding becomes available. Peter Thomas commented that he believes the Commission would be able to be more effective with the assistance of a staff person. It is important that the Commission is able to focus on the here and now in addition to the future. In response to a question by Bill Gladstone, Peter Thomas noted that the proposed economic development staff person would be available to solicit economic development opportunities, maintain an inventory of available properties, coordinate groups working in Town, serve as the point person for the Town and be the liaison with EDC contacts in other Towns.

Hank Yaggi suggested that the Commission look into the idea of hiring an intern through one of the local colleges to assist the Commission. Peter Thomas noted that without a staff person on board, the issue of who an intern would report to would need to be resolved. Keith Mirante noted that he has a contact at the University of Connecticut and he agreed to obtain information on how their intern students are generally managed, the format they general work under and how they are reviewed.

Peter Thomas – Chairman  
Hank Yaggi – Vice Chair  
Anne Foley – Secretary

Jim Ball  
Ryan Duques  
Edwin Moore  
James Satterwhite

Hank Yaggi recommended that, in moving forward with the Commission's budget, the members identify the initiatives they feel the Commission focus on when moving forward, determine those initiatives most likely to succeed, prioritize the individual activities and then discuss how the goals can be achieved.

Peter Thomas requested that the Clerk re-send the minutes from the last few meetings since there has been recent discussion on projects that can serve as a basis to move forward in identifying possible initiatives. He requested that members come to the February meeting prepared with a list of 10 items for the Commission to work on and prepare the list in order of priority for discussion. The Commission will review the items, coordinate how to move forward and discuss possible resources.

Peter Thomas provided a brief background on the recent major projects with Milone and MacBroom and Planimetrics and the Bradley Road Vision Project. He believes that one of the Commission's priorities for the \$5500 balance in the current year's budget should be to move forward with the next phase of the project which includes the development of the computer model plan that will allow for dimension changes to assist with visualizing the plan to make the downtown area a viable village commercial area. He noted that the train station will also play a role in changing the area especially as additional funds become available for transportation which could include funds for the development of the reverse commute to move forward.

Jim Ball commented that waste water treatment continues to be the largest outstanding issue to resolve. All indications are that the future will call for small shared systems rather than the existing municipal or individually owned systems.

After discussion, on motion made by Jim Ball, and seconded by Hank Yaggi, the Commission voted unanimously to allocate \$5000 from the Commission budget to move forward with the modeling phase to continue moving forward with the process of the Bradley Road Vision Study.

3. Old business.  
**Economic Summit**

Peter Thomas noted that the Commission is working on putting together an economic summit that will include appropriate organizations and groups in Town to serve as speakers. This activity will be funded under the Commission's \$7000 activity budget item. He believes that the forum will be helpful in providing input on how the Commission should proceed into the future.

Ryan Duques suggested that it would be helpful to provide information on a point person in the industry who could serve as a reference for businesses seeking commercial properties. Anne Foley noted that CERC and a local commercial real estate group might be helpful in providing information. Mr. Ball noted that a few years ago the Commission

Peter Thomas – Chairman  
Hank Yaggi – Vice Chair  
Anne Foley – Secretary

Jim Ball  
Ryan Duques  
Edwin Moore  
James Satterwhite

had a commercial real estate individual speak to the members and he was very effective.

### **Plan of Conservation and Development**

Bill Gladstone noted that the Town Plan of Conservation and Development is scheduled to be updated next year. It will be important for the Bradley Road Vision Study to be included as an addendum to the Plan. The EDC will need to pass the plan and send it onto the Planning and Zoning Commission to include in the Plan of Conservation and Development.

### **Commission Mission Statement**

Peter Thomas noted that at the December meeting there had been some discussion on the Commission mission statement which needs to be redefined. He recommended that discussion on the mission statement be deferred to the February meeting and he requested that members come to the next meeting prepared to provide input on the mission statement.

Bill Gladstone suggested that there be discussion on whether the focus of the EDC goal should be on short term or long term goals.

Ryan Duques commented that he believes there needs to be a focus on both long and short term goals. He also believes that there also needs to be a focus on the dual function of working to promote the Town's economic viability to develop the tax base while continuing planning activities to assist businesses.

### **Preparation for February Commission meeting**

Peter Thomas requested that the members develop their list of recommended top 10 projects for discussion at the February meeting. The Commission members should also be prepared to discuss the development of the forum to be tentatively scheduled for March. He also requested that Ryan Duques forward the updated Mission Statement to the Clerk to be distributed to the Commission members. For discussion on budget issues, Peter Thomas will do further research on the Commission's budget and will obtain information from former Chairman Kadamus. He will also talk to Planimetrics about the process for them to move forward with phase 2 of the Bradley Road Vision Project.

The meeting as adjourned at 8:45 p.m.

The next regularly scheduled Madison Economic Development Commission meeting will be held on February 12, 2009, 7:30 p.m. at the Madison Town Campus.

Terry Holland-Buckley  
Clerk

Peter Thomas – Chairman  
Hank Yaggi – Vice Chair  
Anne Foley – Secretary

Jim Ball  
Ryan Duques  
Edwin Moore  
James Satterwhite

Peter Thomas – Chairman  
Hank Yaggi – Vice Chair  
Anne Foley – Secretary

Jim Ball  
Ryan Duques  
Edwin Moore  
James Satterwhite