

MINUTES  
ECONOMIC DEVELOPMENT COMMISSION  
FEBRUARY 5, 2015 – 4:30 P.M.  
TOWN HALL ANNEX – COMMUNITY ROOM 1

I. ROLL CALL

Present: Cote, Dowling, Preka, Vignato (4:38 p.m.), Young, Legnos (4:57 p.m.)  
Staff: Clarke, Reiner, Oefinger  
Other: Frink, Bailey, Dean- Shinbrot

The meeting was called the meeting to order at 4:38 p.m.

II. APPROVAL OF MINUTES of meeting of January 8, 2015

MOTION: To approve the minutes of the January 8, 2015 as amended.

Motion made by Dowling, seconded by Vignato. Motion passed unanimously.

III. PUBLIC COMMUNICATIONS

Susan Dean- Shinbrot reported Electric Boat had a “Hiring Frenzy” for engineering positions. Susan attended and was able to distribute packets staff had prepared for new hires to become familiar with the immediate area. Electric Boat was very excited about the packets and wants to continue this practice in the future. Staff explained the packets that were handed out consisted of information pamphlets of Groton, Mystic and New London along with a flash drive consisting of additional information.

IV. REPORTS

1. Chair- The Chair’s report was e-mailed to the Commission prior to the meeting for their review. The Chair discussed the key highlights of her report. It was explained the reports from the chair, staff, sub-committee and liaisons would be sent to the Commission prior to each meeting for review. This will be helpful in the Commission staying on topic and being able to get the most out of the meeting. The Chair also stated the regular monthly meeting hours are from 4:30p.m to 6:00p.m. and she would like to cover all topics on the agenda in that time frame.
2. Staff – The staff’s report was e-mailed to the Commission prior to the meeting for their review. Staff reviewed her report with the Commission.

Mystic Indoor Sports- It was reported that the Town Clerk approved the incentive requests for Mystic Indoor Sports. Staff walked through the facility recently to see the progress made.

Pfizer Bldg. 114- Staff gave a summary of the status of Mr. Green’s plans for Building 114. It was mentioned that Mr. Green is looking to invest \$1,300,000 in the building. Staff is assisting Mr. Green in finding possible state funding.

Airport Development Zone- Staff reported that they are working with State Representative Bumgardner regarding legislation to shift the current zone. Binders have been prepared and distributed to support the change in legislation.

Water Taxi- Staff provided a summary of the current status of the funding bill.

3. By-laws Sub-Committee- Catherine Young reported that there had been meetings of the sub-committee on January 8, 2015; January 14, 2015 and January 22, 2015. Catherine provided an overview of the suggestions for changes to the by-laws. A draft of the revised by-laws is in process. The Commission will receive a draft shortly prior to the meeting of March 5, 2015 for their review.

4. Liaisons

Groton Business Association- The report was e-mailed prior to the meeting for the Commission's review. Jon Reiner will be the speaker at the next meeting on February 19, 2015 at Fairview.

Town Council – The Town Council participated in the interview process for the market analysis consultant. It was mentioned that there were some promising applicants. Bob Frink reported that college students have contacted him directly regarding participating in town surveys. The number one problem the students report from every town is Economic Development.

## V. UNFINISHED BUSINESS

1. Airport Development Zone- Staff discussed the legislation process and projecting job opportunities that could happen within the ADZ if it is developed. Staff also discussed Pfizer Building 114 being open to possible lab space.
2. RFQ- Market Analysis/ Zoning Audit- Jon Reiner reported that the consultant was selected on February 4, 2015. VHB was the selected firm although the contract has not been awarded as of yet. It was mentioned that there was also a sub-contractor that would be working on the project, Camoine Associates. The draft scope of work is planned for next week. The contract needs to be discussed as well. Once received, the draft scope of work will be brought to the Town Council when. Once the market analysis is complete, there will be feedback from the community. The Town will then move forward once it is made aware of what needs to be changed. Re-writing of regulations will need to take place in the future. The EDC will be kept apprised of the process.
3. By-Laws Committee Report- Discussed previously.

## VI. NEW BUSINESS

1. Any Other Business

The Commission discussed the start time of the meeting as being 4:30 p.m. There were concerns that not all members were able to get to the meeting on time. The Commission discussed the importance of being on time and ready to start the meeting at the agreed upon time. It was also mentioned that it is important to stay focused on the agenda at hand so that the meeting can be run efficiently. The Commission discussed the meeting time and motioned to change the meeting time to 4:45 p.m. The Commission also agreed that it would be beneficial to have a sign-in sheet at every meeting.

MOTION: To change the start of the meeting time from 4:30pm to 4:45pm

Motion made by Young, seconded by Preka. Motion passed unanimously.

The Town Manager stated that Lisa Wood would be submitting her resignation letter due to conflicts in the meeting schedule. The position will need to be filled. All names of interested candidates that would like to be considered as a liaison should be sent to the Town Manager.

EDC member involvement in other commissions to support the economic development projects was discussed. EDC members and liaisons should consider attending various boards and/or commission such as the School Initiative, Town Council, RTM and Annual Budget regarding economic development/ planning, to support or not support the issues that stand. The EDC members can then pass on the information that is received at these various meetings. EDC should act as an advocate for the community.

The Commission agreed that it should be a standard discussion at every meeting as to which commissions the EDC should attend to support projects that they are interested in within the community. Status reports of projects in the community will then be discussed. Attending various commissions will be discussed during the Strategic Planning Goals.

The Commission discussed ambassadorship. It was stated that members can receive a report from the Connecticut Economic Resource Center that can be used in support of projects to show facts. Municipal Economic Training will be provided by CERC on April 9, 2015 at 6:00 p.m. at the Groton Public Library. Members are encouraged to attend.

It was also discussed to have a standard line item on the agenda in regards to current issues, projects to support, advocacy and ambassadorship. The motion was made by Legnos and seconded by Preka. The motion was passed unanimously.

The Commission discussed possibly having a facilitator for a work plan and discussed whether or not a work plan meeting should be a regular meeting or a special meeting. It was suggested that the members attend the economic training first and then the issue could be discussed in greater detail at a later date following the training.

## VII. ADJOURNMENT

Motion to adjourn at 6:06 p.m. made by Preka, seconded by Cote, so voted unanimously

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Tom Vignato, Secretary  
Economic Development Commission

Prepared by Kristin Clarke