

**TOWN OF FARMINGTON, CT
SPECIAL ECONOMIC DEVELOPMENT COMMISSION**

DATE: Wednesday August 31, 2016
TIME: 5:30 P.M.
PLACE: Farmington Town Council

MINUTES

Present

Augusto Russell
Bob Reeve
Dan Kleinman
Carolel King
John Karwoski
Gary Palumbo

Absent

Brian Connolly
Joe Howard

Staff

Rose Ponte

a. Call to Order

a. Meeting was called to order at 5:30 pm

b. Public Comment

a. n/a

c. Reading of the Minutes

A motion was made and seconded to accept the June 8, 2016 minutes (Karwoski/ Kleinman).

1. Approved unanimously,

d. Economic Development Director's Report

Rose reviewed the monthly economic development activity report as well as gave an update on upcoming projects. Bill Warner suggested to Rose that the commission consider sending a referral letter to TPZ in regards to the 5 Corners Project. Commissioner Reeve recused himself. Rose and Augusto will draft a letter and discussion will be placed on the agenda for the September meeting.

a. **NEDA-** Rose will be attending the NEDA conference; she received a scholarship from CEDAS to attend.

b. **NEBJ Article-** Rose submitted an article to NEBJ to appear in the August issue. The article contained an ad promoting Farmington and information concerning the Bioscience Floating Zone. Since NEBJ is one of the NEDA Conference media sponsor, attendees will receive a copy of the paper; giving Farmington some excellent exposure.

c. **TIP Roundtable-** Rose met with Paul Parker the Director of the TIP program and received a tour of the new labs. The space is 60% leased and they determined that it would be beneficial to meet with commercial building owners and developers to discuss what these start-up companies may need when they have outgrown the incubator labs. Rose will be planning the meeting.

- d. **Mormon Open House-** Rose has been working with Temple leadership concerning the upcoming open house events that will take place in late September.

- e. **September 14, 2016 Business Breakfast-**
Rose reported that registrations are going very well, she anticipates that this will be the most attended breakfast. Commissioner Kleinman emphasized that it is imperative that we stay on schedule and that the program is run efficiently and succinctly. Rose and Augusto will meet to discuss final agenda and fine tune the schedule.

- f. **Beautify Farmington Program**
Sponsorship letters will be going on in late September. Commissioners suggested sending a letter to each of the donors with a copy of the ads that were placed in the Farmington Life and Hartford Courant.

- g. **Town Council Liaison Report**
Councilman Palumbo gave a brief report on the Council Activities

- h. **New Business**
 - a. Marketing Program – Rose will be writing a request for proposal to engage a marketing consultant to develop updated marketing materials.

- i. **Adjournment**
 - a. A motion was made and seconded (Karwoski/ Reeve) to adjourn the meeting. Meeting was adjourned at 6:30 pm
 - i. **Approved unanimously**

Respectfully Submitted,
Rose Ponte
Economic Development Director
CC: Economic Development Commissioners