



# TOWN OF MIDDLEBURY

## ECONOMIC AND INDUSTRIAL DEVELOPMENT COMMISSION

**Regular Meeting, Tuesday October 25, 2016 6:30 p.m.  
Town Hall Conference Room**

**Present:** Commissioner David Cappelletti  
Commissioner Ted Mannello  
Commissioner Terrence McAuliffe  
Commissioner Mark Petrucci

**Also  
Present:**

**Absent:** Commissioner Todd Anelli  
Commissioner Frank Mirovsky  
Commissioner Armando Paolino

### CALL TO ORDER

The meeting was called to order at about 6:45 p.m. by Terrence McAuliffe.  
Pledge of Allegiance was said by all.

### APPROVAL OF MINUTES

Postponed until November meeting.

### TAX INCENTIVE APPLICATION

Tax Incentive Application by Pilot Seasonings, Waterbury.

Commissioners reviewed the application and, after discussion, found the submission complete except that the business entity receiving the abatement was not clear in the application because an entity called "JRS Holdings, LLC" is the lessee of the building. After some discussion on whether to approve the application, the commissioners agreed to wait for clarification and then vote at a future meeting.

## OLD BUSINESS

CERC tutorial: Chairman Terry McAuliffe said he would personally speak with chairmen of P&Z, BOF, ZPA, and CC, as well as the Selectmans office to see if the minimum 20 attendees could be guaranteed.

Local initiatives: No activity. McAuliffe said he would send members draft letters, one to restaurants and the other to other businesses requesting ideas for collaboration and other suggestions.

Architecture guidelines: A document prepared by McAuliffe at the suggestion of Commissioner Frank Mirovsky from a draft document being considered in New Milford was distributed for comments. It provides general guidelines for the exterior design of commercial buildings and treatment of facades, and takes into account Middlebury's seven distinct commercial areas. Commissioner Ted Mannello recommended a work session for members to develop it into a formal working document.

Tax Abatement form and policy corrections: After discussion, members recommended two application changes. Rather than "audited or reviewed financial statements" David Cappelletti recommended requiring "accountant prepared" financial statements. He also recommended a declaration of personal property taxes be included to help the assessor.

Meeting Dates 2017: It was unanimously voted by MOTION of Ted Mannello and SECOND of Mark Petrucci the current meeting time of fourth Tuesday at 6:30 p.m. will continue into 2017.

MOTION TO ADJOURN by David Cappelletti, SECOND by Mark Petrucci and unanimously voted at about 7:50 pm.

Respectfully submitted,

Terrence McAuliffe

Attachments:

Chairman—Economic Development Commission  
cc. Town Clerk, Barbara Whitaker, Commission Members