



TOWN OF MIDDLEBURY

ECONOMIC AND INDUSTRIAL DEVELOPMENT COMMISSION

**Regular Meeting, Tuesday November 22, 2016 6:30 p.m.
Town Hall Conference Room**

Present: Commissioner Ted Mannello
Commissioner Terrence McAuliffe
Commissioner Frank Mirovsky
Commissioner Armando Paolino
Commissioner Mark Petrucci

Also Present:

Absent: Commissioner Todd Anelli
Commissioner David Cappelletti

CALL TO ORDER

The meeting was called to order at about 6:30 p.m. by Terrence McAuliffe.
Pledge of Allegiance was said by all.

APPROVAL OF MINUTES

Ted Mannello MOTIONED to approve the September 27 and October 25, 2016 minutes, SECOND by Mark Petrucci and unanimously voted with Frank Mirovsky abstaining.

TAX INCENTIVE APPLICATION

Tax Incentive Application by Pilot Seasonings, Waterbury.

Commissioners reviewed the application and, after discussion, found the submission complete. MOTION by Ted Mannello to forward the application to the selectman's office with a recommendation that the commission's review is complete and the applicant is in compliance with our policy. SECOND by Armando Paolino and unanimously voted.

OLD BUSINESS

Local initiatives Letter: Members reviewed a draft survey to be sent to local businesses in early 2017. The three page survey asks business owners on the first page to rate the importance of two dozen factors in doing business in Middlebury, ranging from the rural nature and appearance of the town to tax rates, safety, utilities and services, and the school system. The second and third page are open ended questions asking owners to tell the commission what should be done to promote a better business climate, and asks about difficulties in starting the business and keeping it profitable. The survey was constructed from the best ideas used by neighboring towns in their surveys and designed for mailing. Ted Mannello suggested eliminating all "check boxes" in the survey to provide for broader input, and Armando Paolino suggested not asking for positive and negatives, but instead simply asking owners to describe their experience.

Ted Mannello suggested the survey only go to businesses where customers could actually walk in, eliminating "spare bedroom LLC's" and leasing companies. Chairman Terry McAuliffe said the survey will begin with a cover letter promising that all responses will be read by humans, not computers, and will include a self-addressed stamped return envelope to improve the response yield.

Members were given lists so they could cross out the names of such businesses, culling about 200 businesses from a list of 635 provided by Assessor Chris Kelsey.

Architecture guidelines: Members reviewed a second draft of architectural guidelines for EIDC to use in future reviews. The document is intended to provide general guidelines for the exterior design of commercial buildings and treatment of facades, taking into account Middlebury's seven distinct commercial areas. During the work session Armando Paolino questioned lighting standards and agreed to find information on standards for intensity and hue. He also suggested Terry McAuliffe ask the Naugatuck Valley Council of Governments for a map of the seven business districts.

MOTION TO ADJOURN by Frank Mirovsky, SECOND by Armando Paolino and unanimously voted at about 7:55 pm.

Respectfully submitted,

Terrence McAuliffe

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