



TOWN OF MIDDLEBURY

ECONOMIC AND INDUSTRIAL DEVELOPMENT COMMISSION

**Regular Meeting, Tuesday February 28, 2017 6:30 p.m.
Town Hall Conference Room**

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

**Also
Present:**

Absent: Commissioner Todd Anelli
Commissioner David Cappelletti
Commissioner Ted Mannello

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

Mark Petrucci MOTIONED to approve the December 14 and November 26, 2016 minutes, SECOND by Frank Mirovsky and unanimously voted.

OLD BUSINESS

Local initiatives Letter: Members reviewed a second draft of a 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.

Members also reviewed an EXCEL mailing list of 330 businesses extracted from a list of 635 provided by Assessor Chris Kelsey in November. The survey should go to genuine "brick and mortar" Middlebury businesses which can benefit from EIDC

help. Members were asked as “homework” to cross out businesses that do not meet that criteria, bringing to total number closer to 200 for a focused and manageable mailing.

Refine and formalize tax incentive review procedures: No action was taken. The suggestions written into the Dec. 14 minutes will be used at future reviews.

Architecture guidelines – feedback from P&Z: Members reviewed a third draft of architectural guidelines for EIDC to use in future reviews. The document included suggestions from Curt Bosco, Zoning Enforcement Officer after review by all P&Z members.

The document is intended for EIDC to use as general guidelines for the exterior design of commercial buildings and treatment of facades, taking into account Middlebury’s seven distinct commercial areas.

MOTION by Mark Petrucci, SECOND by Frank Mirovsky and unanimously voted to publish this text version of the guidelines now for EIDC use and add to the EIDC web site so developers understand the standards being applied. Members agreed a future version of the guidelines will include a map of the business districts and a page of photos for each district showing the styles of businesses currently built in each of them.

OTHER BUSINESS

Member Frank Mirovsky discussed possibilities for Economic Development training from CERC and CCM. He also distributed CCM materials on FOI and a Yankee Institute report on Connecticut’s Broken Cities.

MOTION TO ADJOURN by Armando Paolino, SECOND by Frank Mirovsky and unanimously voted at about 7:25 pm.

Respectfully submitted,

Terrence McAuliffe

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