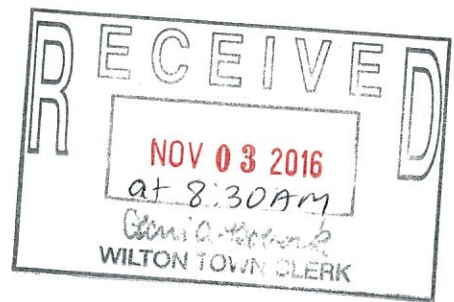


WILTON EDC MEETING MINUTES

October 12, 2016



In attendance: Gil Bray, John Clasby, Jim Jarvie, John Kelly (call-in), Phil Lauria, Vivian Lee-Shiue (Chairman), Tracy Serpa, Brad Unger, John Wilson, Jennie Wong (Secretary/Treasurer)

Absent with notice: Dan Berg, Peter Hubbard

Guests: Lynne Vanderslice (First Selectman), Lori Bufano (Selectman Liaison), Mike Moisio (Special Guest), Sara Curtis (Marketing Working Group Volunteer)

- 1) Ms. Lee-Shiue called the meeting to order at 7:18 pm.
- 2) July meeting minutes: Upon motion made by Mr. Bray, seconded by Ms. Lee-Shiue, the July meeting minutes were approved 3-0. (Note: There were only five active members in July but only four members attended that meeting).
- 3) Introduction: With seven new members joining the Commission, each commissioner made a brief introduction of themselves, including professional background and number of years they have lived in Wilton.
- 4) EDC Rules and Protocols
 - a) Meeting protocols under CT FOIA: After consulting with legal counsel and a representative from the State on CT's Freedom of Information Act, Ms. Vanderslice stated that any communication involving more than one member of the Commission that is deliberative in nature (except for dissemination of information such as distributing meeting agenda, minutes), would be deemed a public meeting and therefore subject to public meeting protocols. Public meeting protocol requires that notice of a meeting, along with the agenda be publicly posted 24-hour in advance. The meeting venue should be held at one of the public facilities such as but not limited to the Town Hall, Comstock, or the Library. Ms Vanderslice mentioned that her assistant has emailed the rules for public meeting agenda, votes, and minutes (see Exhibit A to the minutes). Mr. Wilson questioned if the EDC is exempt from this protocol because the Commission is an advisory board and not a legislative board. Ms. Vanderslice affirmed that all public commissions regardless of the nature (whether legislative or advisory) have to follow the rules. Several commissioners raised concerns that such rules may impede exchange of ideas and collaboration among members.

b) Email protocol under CT FOIA: Ms. Lee-Shiue reminded all commissioners to use the wiltonct.org email account in order to comply with Freedom of Information requests. She mentioned that Mr. Bruce Griffiths from the Town's IT department had sent instructions on how to set up the account. Ms. Vanderslice added that personal email address is allowed as long as the wiltonct.org email account is also copied.

c) Attendance Guidelines: Ms. Lee-Shiue discussed the attendance policy which states that three consecutive absences without prior notice could be a reason for removal from the Commission at the discretion of the Board of Selectmen.

5) Administrative Items:

a) Meeting frequency: Discussed the need to meet biweekly instead of monthly due to new protocols set forth in item 4a) above and a long list of topics to be undertaken by the Commission. Ms. Lee-Shiue made a motion to meet biweekly starting in November 2016, Ms. Wong seconded and the motion was unanimously carried.

b) Meeting dates: In light of changing meeting frequency from monthly to biweekly starting in November, the new meeting dates would be distributed prior to the next meeting and decided at the November 9 meeting.

c) Special meetings: Commissioner may call a special meeting as needed as long as the meetings protocols set forth in item 4a) above have been complied.

6) Nomination of officers: Ms. Lee-Shiue moved to defer the nomination of the Vice Chair to the next meeting. Ms. Wong expressed her intent to give up one of her two roles she currently holds.

7) Route 33 Bridge Flags: Mr. Moisio introduced himself and presented his proposal to increase traffic and build awareness to Wilton Town Center by installing American flags (or other alternative flags) along Route 33 Bridge (by Danbury Road), similar to flags installed on Mianus River Bridge on Route 1 in Greenwich and the Ruth Steinkraus Cohen Bridge along Route 1 in Westport. He had previously approached Ms. Vanderslice and Mr. David Clune with the idea. He had also contacted the Department of Transportation, however the idea was not met with support. At Ms. Vanderslice's suggestion, Mr. Moisio approached the EDC with the hope that this Commission could lend more credibility to the application and other technical expertise. Ms. Lee-Shiue discussed a number of complexities with American Flags due to proper protocols in handling the flags such as lighting the flags when dark. Mr. Lauria voiced his support for Mr. Moisio's proposal and discussed other ways to

celebrate Wilton Town Center. Both Mr. Wilson and Mr. Clasby offered their technical expertise in exploring LED and/or solar power to light the bridge. Ms. Wong reiterated the importance of presenting flags along the bridge, in addition to lighting, so as to draw attention to the Town Center during the day; she added that she has approached Mr. Raymond Tobiassen, who is part of the Wilton American Legion Post 86 and the Kiwanis, for support in funding the project and she reported that Mr. Tobiassen had responded favorably. Mr. Bray proposed that Mr. Moio lead the project (as a volunteer) and report back to the EDC, instead of EDC leading the effort, as it would be more efficient this way. Mr. Moio agreed to lead the project.

8) Old Business:

a) Analytics Survey Update: Mr. Kelly presented the result of the amenities survey (for Wilton and relative to other neighboring towns). The survey showed a positive correlation between amenities and housing prices and a strong correlation when combined with commute time. Ms. Lee-Shiue presented her analysis on the Board of Education statistics for the year 2010 through 2014, for Wilton and neighboring school districts. Metrics included in the analysis are expenditures per pupil, graduation rates, enrollment rates, distribution of Wilton's education budget, among others. The presentation will be presented to the Board of Selectmen on October 17 and subsequently to the public on October 20 at the EDC Forum.

b) Marketing Working Group: Ms. Wong and Mr. Lauria summarized the goals and progress made by the Marketing working group on the project to produce videos to promote Wilton. So far various entities that were contacted over the summer, including the public schools, Riverbrook Regional Y, Wilton Library, Ambler Farm, Parks and Recreation, have all been very supportive in contributing existing footage and still pictures. She informed the Commission that a press release was issued to seek volunteers for the project and while she has heard from a few residents, nobody has stepped up to volunteer to be the videographer. Ms. Wong raised the need to film the October 29 Halloween Trick/Treat parade in Wilton Town Center and conduct men-on-street interviews during the parade. She has obtained estimates from two potential videographers, first estimate for \$750, and the second for \$300. Ms. Sara Curtis made a comment that the first estimate was too high given that footage from the parade would only be a few seconds long in the final video. Mr. Lauria reminded that the footage from the event would include the interviews as well. Mr. Jarvie volunteered to be part of the project, particularly lending his experience in interviewing participants on camera and reviewing footage collected by the Group. Ms. Vanderslice suggested getting an estimate from Mr. Bob McCarthy who is contracted by the Town's IT Department to record board meetings.

8) c) FY 2017 Budget Allocation

i) Mr. Wilson motioned to allocate up to \$300 for spending on refreshments for the October 20th Public Forum. Mr. Lauria seconded and the motion was unanimously approved.

ii) Mr. Lauria motioned to allocate up to \$500 for the purpose of hiring a videographer to film the Halloween Trick or Treat Parade event on October 29. Mr. Wilson seconded and the motion was unanimously approved.

9) New Business: to be deferred to the next meeting.

10) Open Discussion:

Ms. Vanderslice suggested the following items for the next meeting:

- a) Review the 2016 report published by the Darien Revitalization Resource Team, sponsored by CT Main Street Center.
- b) The need to form a Rapid Response contact person. Ms Vanderslice suggests Mr. Clasby to be the contact person.
- c) Spearhead a study on the prevailing liquor permits in town as compared to other neighboring towns, especially those with active night life.

11) With no further business, the meeting adjourned at 10:30 pm