

Economic Development Commission

Town of Bethel, Connecticut

*Bethel Municipal Center * 1 School Street * Bethel, Connecticut 06801*

(203)794-8540 Facsimile (203) 778-7520

MINUTES OF SPECIAL MEETING

Wednesday, September 21, 2016

4:00 P.M.

CJH MUNICIPAL CENTER-MEETING ROOM "A"

PRESENT- Michael Boyle, Chairman, Members: Noel Gill, Roy Steiner, Bonnie Brown, Jay Streaman and Janice Chrzescijanek, Economic Development Director.

Absent: Kevin McMahon and Sharon Straiton

CALL TO ORDER- Michael Boyle called the meeting to order at 4:00 p.m. with the pledge of allegiance.

PUBLIC COMMENT- NONE

APPROVAL OF MINUTES- Noel Gill made a motion to approve the minutes of August 24, 2016. The motion was seconded by Bonnie Brown. Vote was taken, the motion was accepted.

ECONOMIC DIRECTOR'S REPORT- Janice Chrzescijanek presented the Economic Directors Report. (See attached.) This report discusses building community partnerships by establishing a rapport with property and business owners. There is also a program to get involved in the educational aspect of our community. Janice Chrzescijanek mentioned wanting to promote the Bethel Public School Mentor Program to attract more attention to our school system and the effects of this mentoring program. Business Assistance was discussed at great lengths. Many different approaches are being taken with the goal of

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revitalizing the commercial and industrial areas of Bethel, including incentive and abatement programs. Janice Chrzescijanek compiled assistant program statistics from surrounding towns. Roy Steiner suggested narrowing down these statistics to Newtown, Brookfield, and Danbury. Michael Boyle agreed and also suggested a summary page of the data collected with Janice's rating of each program/town to show which would apply the best for the Town of Bethel.

TRANSIT ORIENTED DISTRICT- Janice Chrzescijanek stated the DPZ Zoning Regulations are to be presented to Planning and Zoning this upcoming November. Michael Boyle, Janice Chrzescijanek, and Noel discussed attracting development and concerns in regards to assistance with infrastructure.

CLARKE BUSINESS PARK EXPANSION UPDATE- The expansion reports were sent to the State for review. Janice Chrzescijanek stated the results will take two to three weeks. Roy Steiner requested the RFP drafts for final design be brought to the next meeting for review of the Committee.

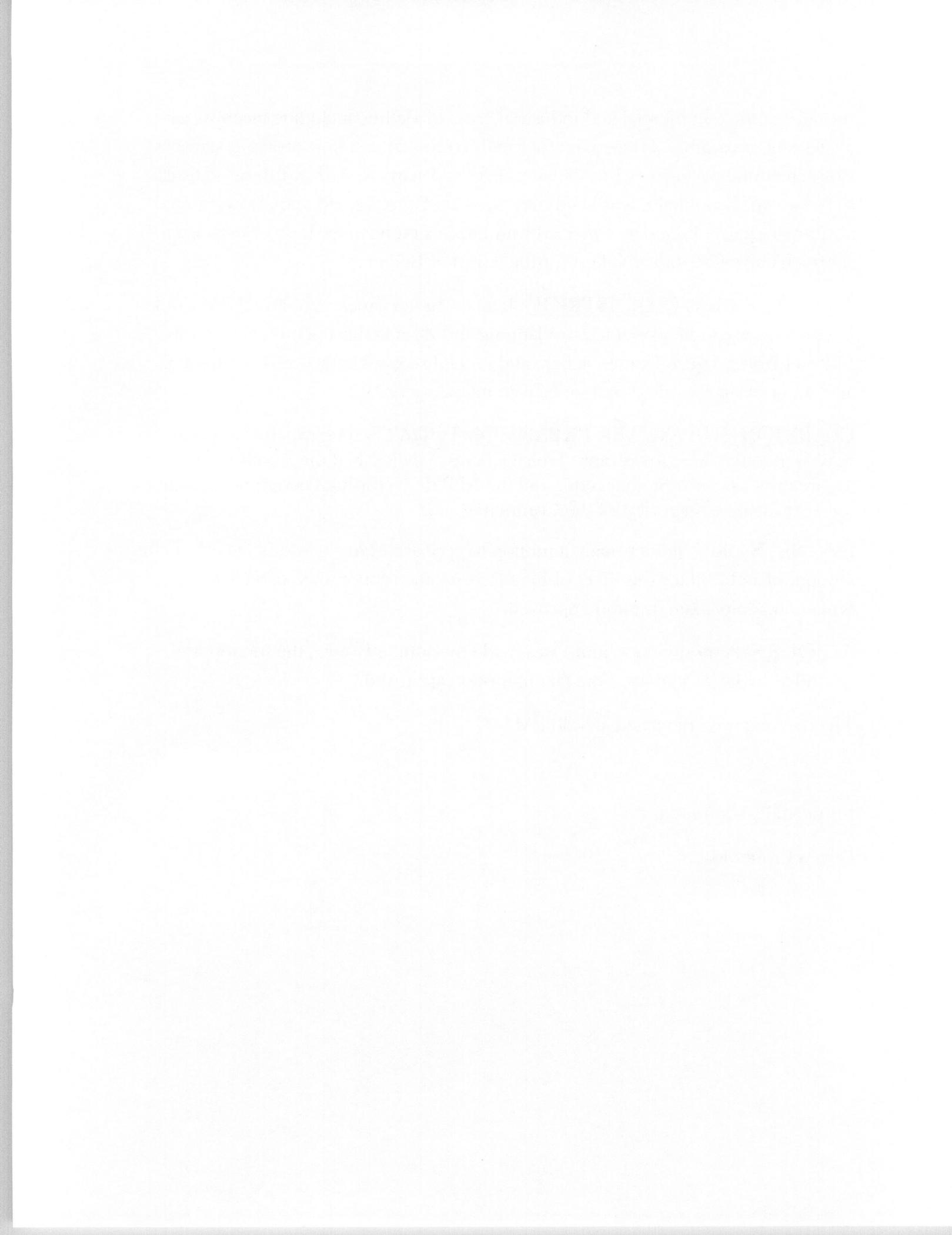
INVOICES- Roy Steiner made a motion to approve Marty Lawlor's invoice in the amount of \$814.00 for the Right of First Refusal, the motion was seconded by Jay Streaman. Vote taken, motion approved.

ADJOURN- A motion to adjourn was made by Bonnie Brown; the motion was seconded by Jay Streaman. Vote taken; motion approved.

The meeting was adjourned at 4:38 PM

Respectfully submitted,

Dayna Casubolo





OFFICE OF ECONOMIC DEVELOPMENT

Clifford J. Hurgin Municipal Center, 1 School Street, Bethel, CT 06801

Telephone: 203-794-2822 – Fax: 203-778-7520

Email Address: eddirector@bethel-ct.gov

Economic Development Update – September 2016

BUILDING COMMUNITY PARTNERSHIPS

Property and Business Owners

1. Personal Introductions - Total of 204 visits
2. Clarke Park
 - **Street sign** will be installed the week of September 19th
 - **Sign Landscape Maintenance** – Requested proposals from five local landscapers. Roots Landscaping offered to donate their services to maintain the bed around the sign and the monument, and one annual planting.

Educational Institutions

1. **Bethel Public Schools Mentor Program** - Open house, August 31st - Berkshire Corporate Park. We were able to assist in attracting over a dozen mentors.

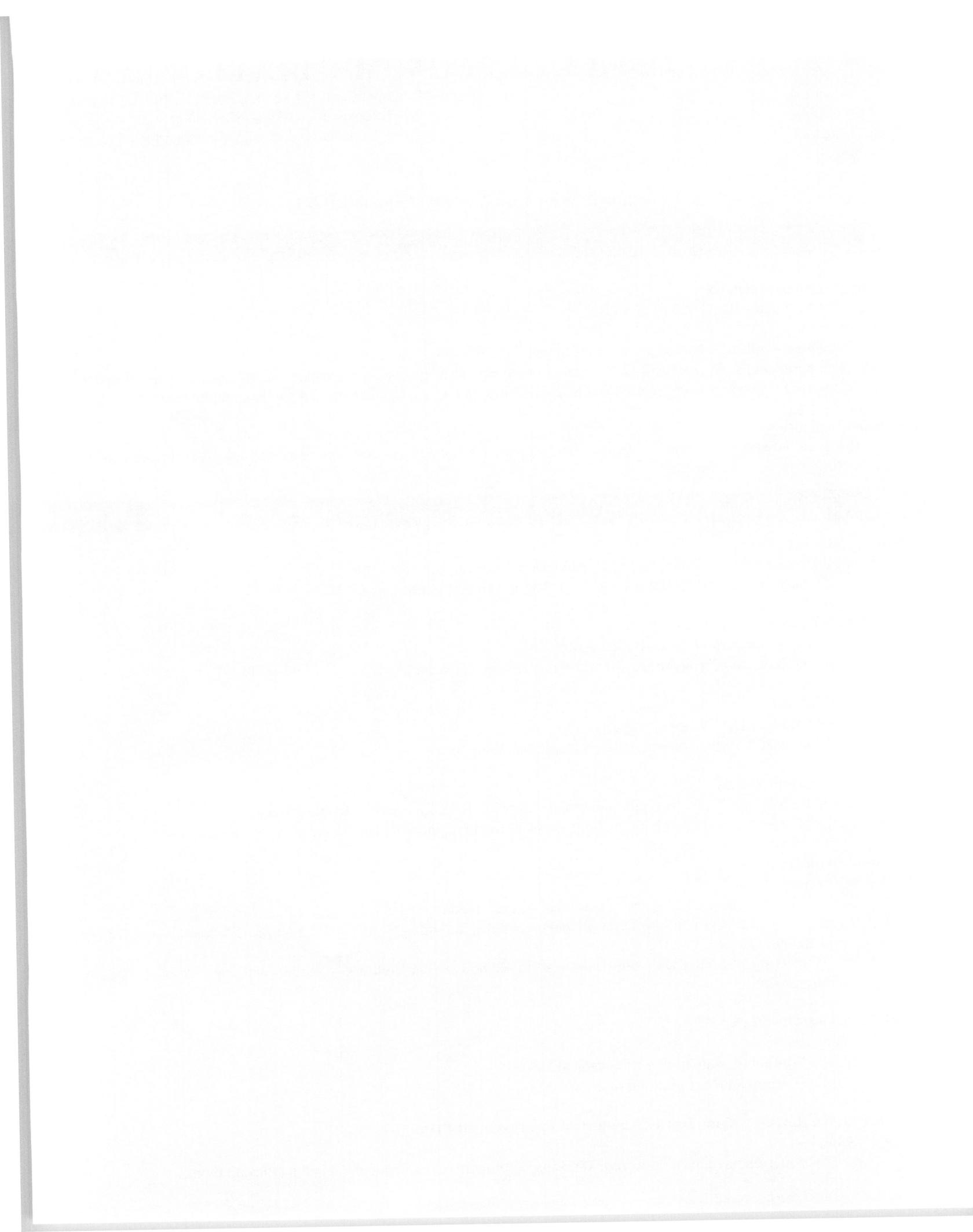
BUSINESS DEVELOPMENT AND SUPPORT

Business Assistance

1. Business Assistance (relocation, financial, expansion, location, permit) – 168
 - Available Commercial Properties listed – 13 (+1), Available Sites listed – 5
2. Retain and Attract Businesses
 - Continuing **business visits** with First Selectman
 - **Business Incentive Programs** in Neighboring Towns – (see attached)
3. New Businesses
 - **Shaw Builders** (107 Wooster Street)
 - **September 23rd** – UK Gourmet Ribbon Cutting at 3:00p.m.
4. Old Bethel Train Station
 - **Lease** is complete. The Old Train Station Committee will reconvene over the next week.
 - Public Works is working with a structural engineer to put together a plan for the repair of the **canopy**.

Development Opportunities

1. **Bethel Forward**
 - **Zoning regulations** are being drafted and will be presented to the P&Z Commission in November.
 - We have been meeting with the **TOD property owners**, individually, to discuss their projects and determine their needs and next steps.
 - We are meeting with **DECD** on September 28th to see how we can continue to partner with the state on the Bethel Forward project.
2. **Clarke Business Park**
 - Expansion
 - Waiting on state review of botanical survey.
 - Drafting RFP for Final Design
3. **Downtown Revitalization/ Town Commercial Improvement Plan**
 - **Phase I** –
 - **Bus Shelters** have been delivered. Working on property easement and cement pad installation.



- Remainder of the project which includes **sidewalk and streetscape expansion, community gathering place, and Front Street improvements** are being reviewed by the DOT. Once approved, the project will go out for bid.
- **Phase II** – May 2016 - Applied for second round of Main Street Investment fund grant for continuation of Greenwood Avenue streetscape.

MARKETING & PROMOTION

Marketing Materials

1. Working on **updating the town brochure** and the **Guide to Opening a Business**, and **developing a community guide**.

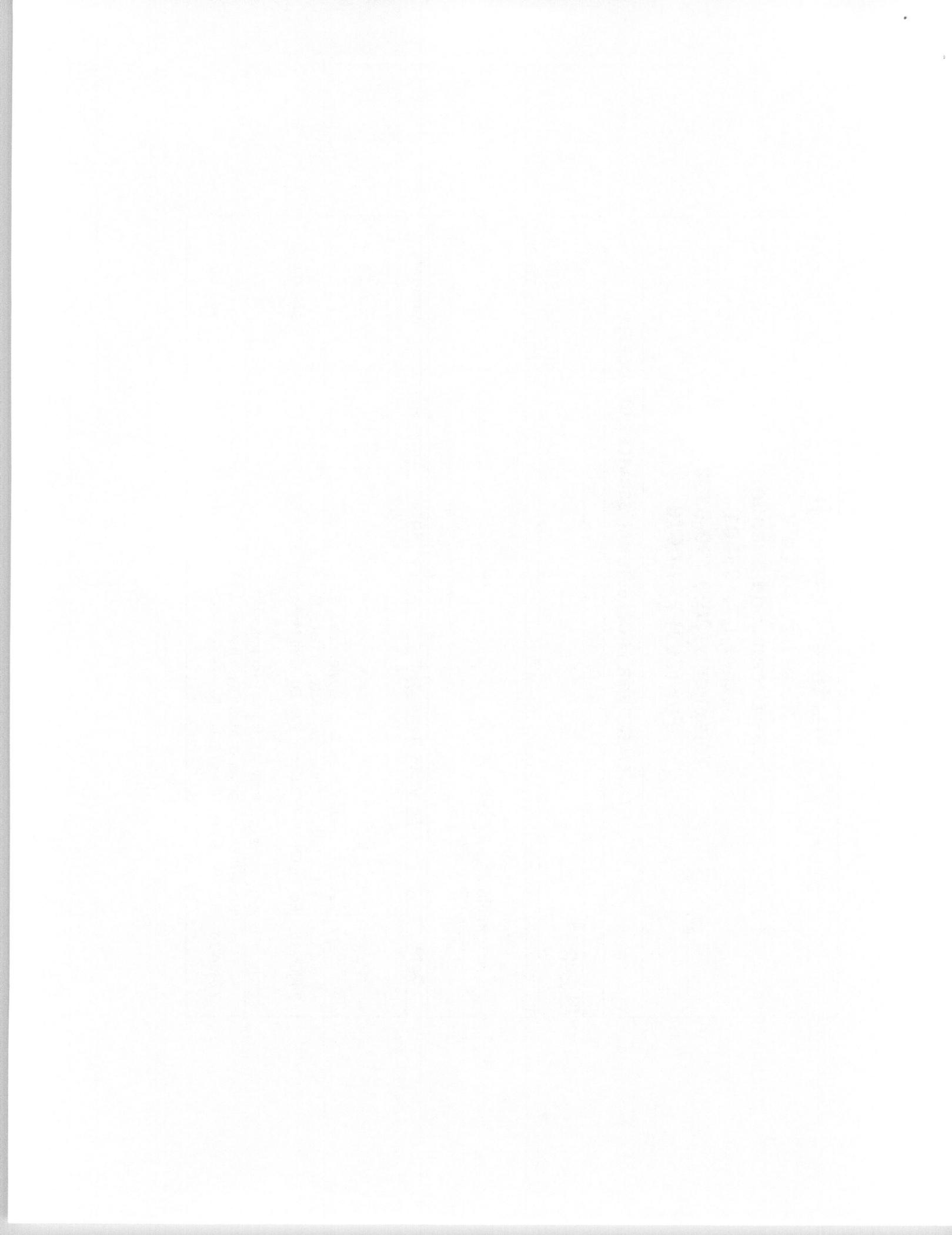
Social Media

1. Working to develop a **social media ambassador program** to help promote Bethel on social media.

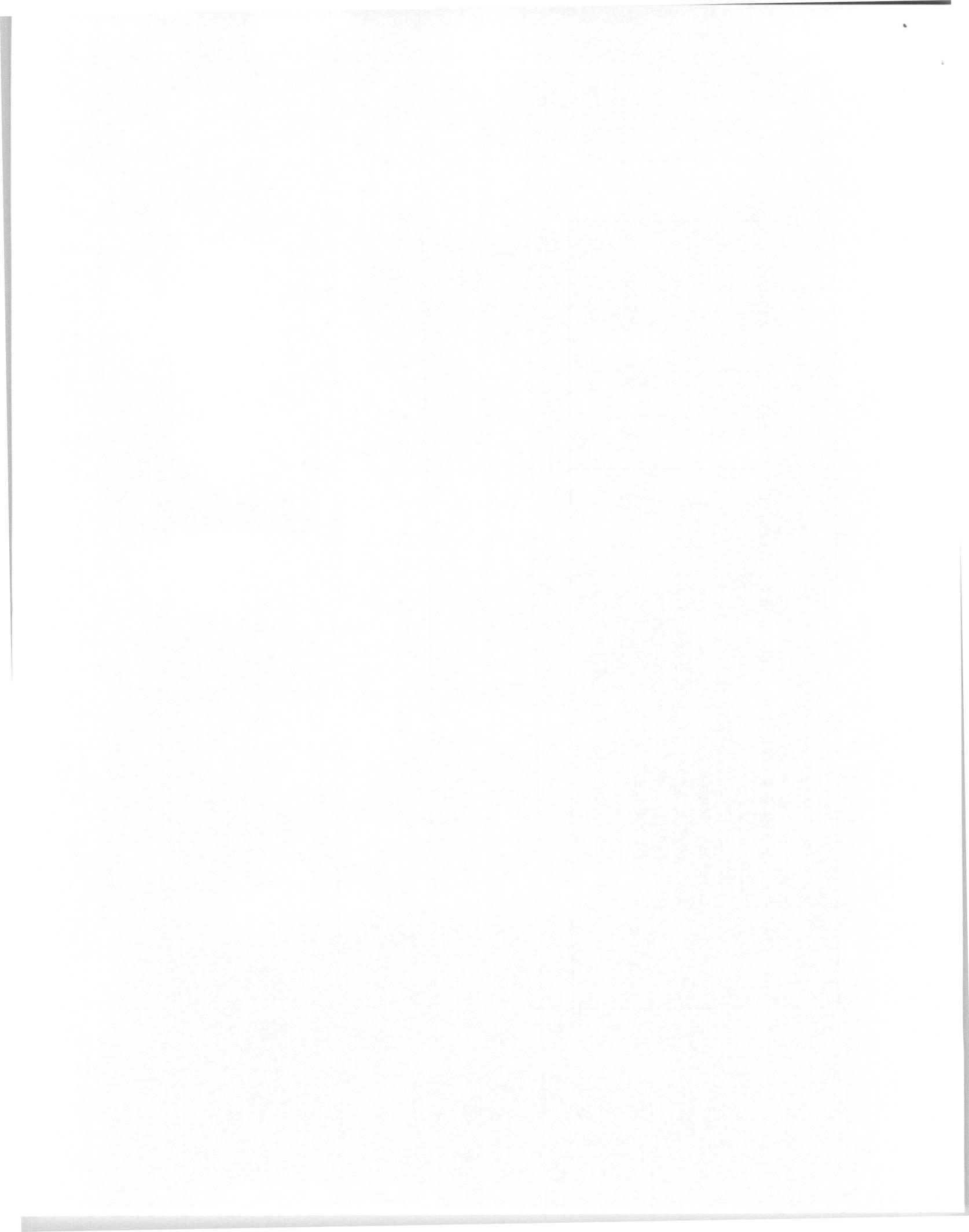
PHYSICAL IMPROVEMENTS

Appeal

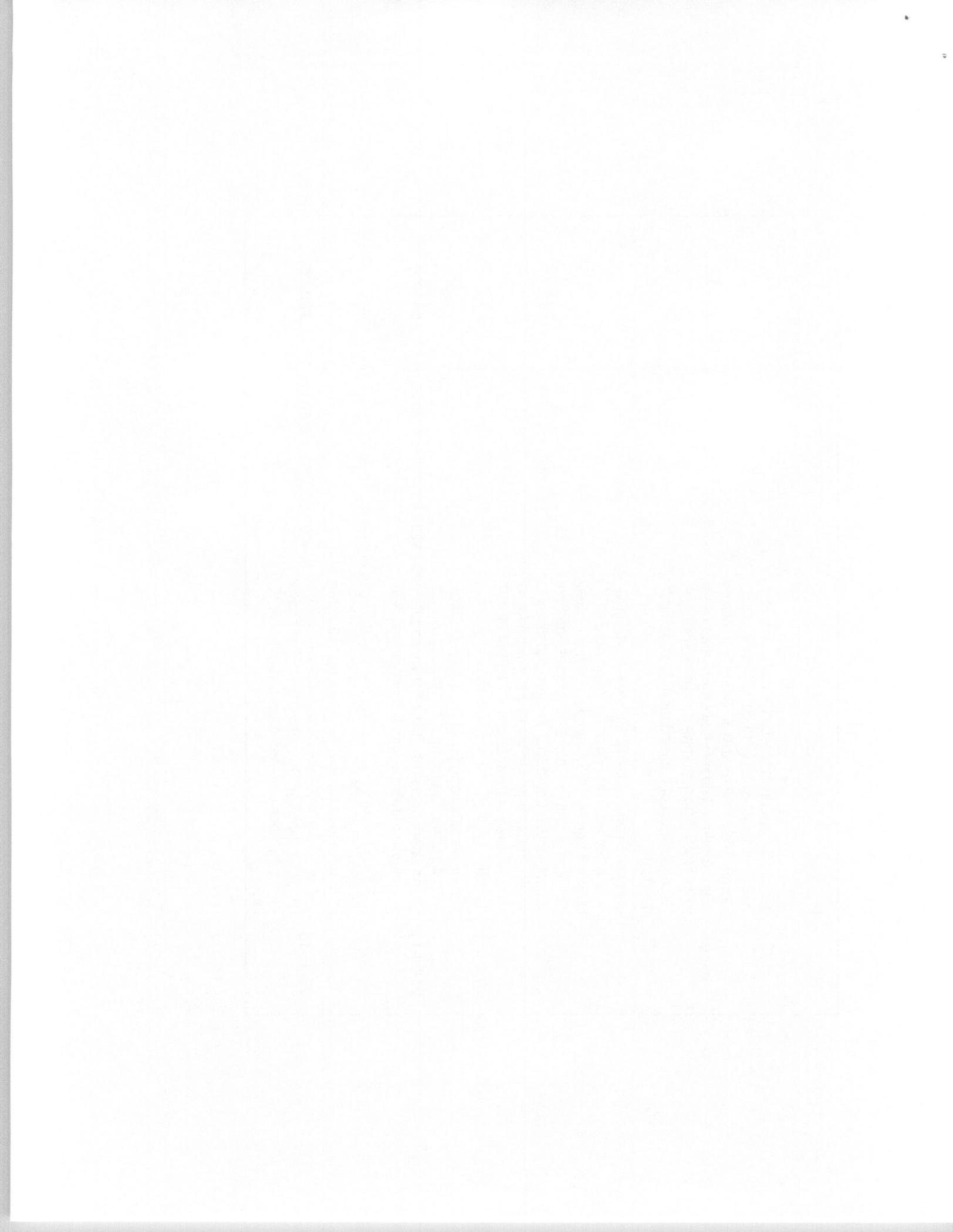
1. **Maintenance of Streetscape**
 - Repair of downtown pavers - RFP is complete. Bids are due by 10-13-16.



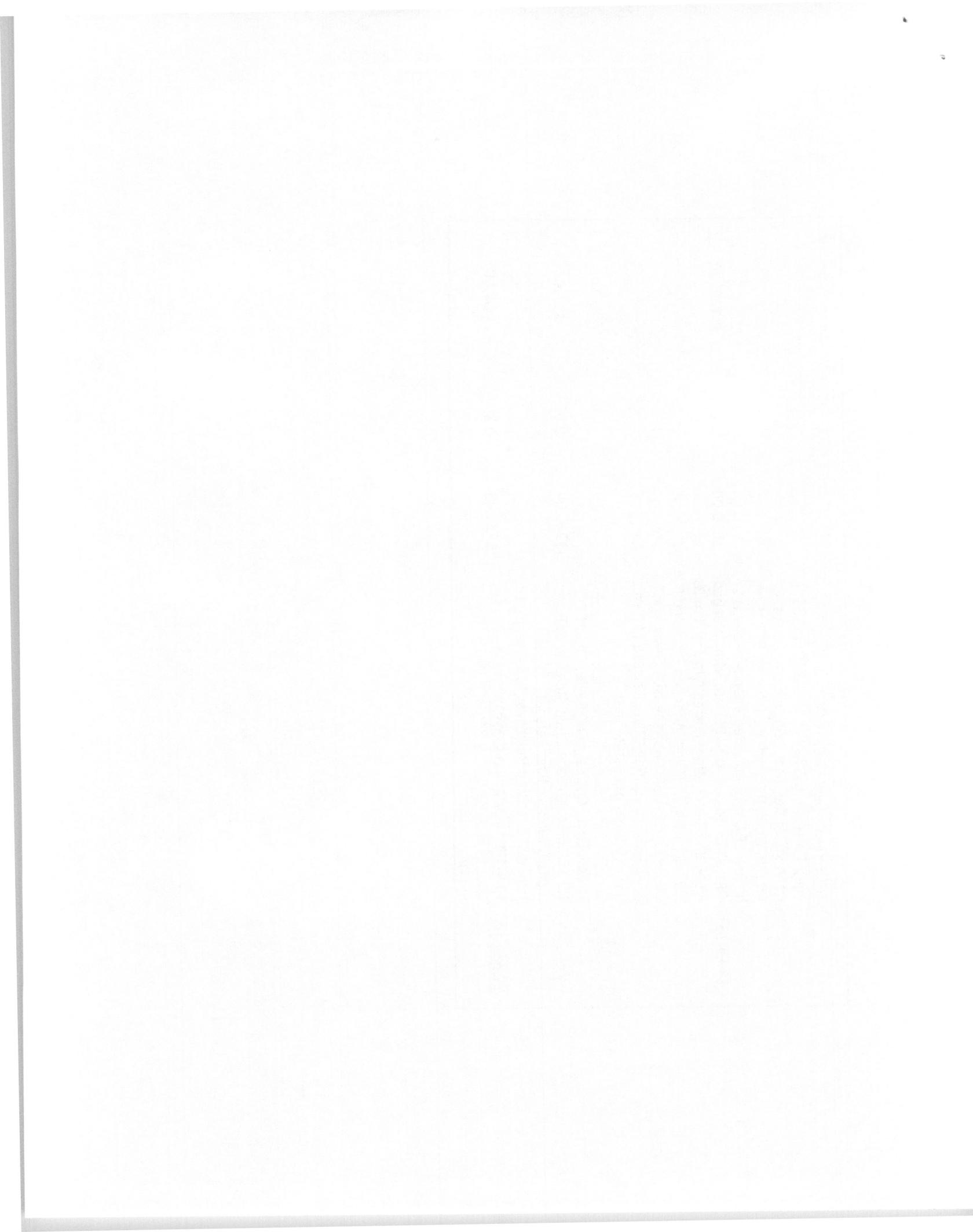
02-Jul-16	Review/Rules and Regulations of Clarke Park; Review/Sample Contract for Sale from EDC - Right of First Refusal; Dict./First and Second Draft Release of Rules and Regulations and T ermination of Right of First Refusal RE: 16-18 Trowbridge Drive, Release of Restrictions & Ri ght of First Refusal	\$220.00	0.80	\$176.00
11-Jul-16	Review/Email Corres. Of Atty. B. Doto with Att ached Emails; Bring Down Search/On Line for 16-18 Trowbridge Dr. and Re-recording Rules and Regulations RE: 16-18 Trowbridge Drive, Release of Restrictions & Right of First Refusa	\$220.00	0.25	\$55.00



13-Jul-16	Re-Draft/General Release of Rules & Regulations and Termination of Right of First Refusal; Corres./Via Email to Atty. B. Boyle with Attachment General Release; Review/Email Corres. of M. Boyle, Chair EDC RE: 16-18 Trowbridge Drive, Release of Restrictions & Right of First Refusal	\$220.00	0.45	\$99.00
21-Jul-16	Review/Email Corres. Of M. Boyle, Chair EDC with Attached Email from Cannondale; Review/Email Corres. Of Cannondale with Attached Email of M. Boyle, Chair EDC; Corres./Via Email to M. Boyle, Chair EDC; Review/2nd Email Corres. Of Cannondale RE: 16-18 Trowbridge Drive, Release of Restrictions & Right of First Refusal	\$220.00	0.25	\$55.00
25-Jul-16	Corres./Response to Email from Atty. B. Doto with Attached Emails from M. Boyle, Chair EDC and Cannondale RE: 16-18 Trowbridge Drive, Release of Restrictions & Right of First Refusal	\$220.00	0.20	\$44.00
26-Jul-16	Review/Assessor's Records On Line; Re-Draft/3rd Release of Rules & Regulations and Termination of Right of First Refusal Specifically for 16-18 Trowbridge Drive RE: 16-18 Trowbridge Drive, Release of Restrictions & Right of First Refusal	\$220.00	0.40	\$88.00



28-Jul-16	TC/L. Bergh, Sec. EDC; TC/Atty. B. Doto (Message); Corres./Via Email to Atty. B. Doto with Attached 3rd Release; Review/Email Corres. Of Atty. B. Doto; Review/Email Corres. Of L. Bergh, Sec. EDC with Attached Agenda; Review/2nd Email Corres. of Atty. B. Doto with Attached Email and Description; Corres./Via Email to R. Steiner, Mem. EDC with Attached Proposed Release for 16-18 Trowbridge with Description RE: 16-18 Trowbridge Drive, Release of Restrictions & Right of First Refusal	\$220.00	0.65	\$143.00
02-Aug-16	Review/Email Corres. of M. Boyle, Chair EDC RE: 16-18 Trowbridge Drive, Release of Restrictions & Right of First Refusal	\$220.00	0.05	\$11.00
03-Aug-16	Review/2 Executed Releases; TC/L. Bergh, Town Clerk RE: General Release Restrictions & Right of First Refusal & Release 16-18 Trowbridge Dr.	\$220.00	0.20	\$44.00



04-Aug-16	Corres./Atty. B. Doto with Attached Executed Release RE: Release 16-18 Trowbridge Drive	\$220.00	0.20	\$44.00
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TOTAL DUE:

\$814.00

