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MINUTES
Special Economic Development Advisory Committee Meeting
With the Board of Selectmen
Wednesday, January 19, 2011 @ 7:30PM
Norma Drummer Room/Seymour Town Hall

Members present: Bob Rich, Kristen Harmeling and Preet Singh.

ITEM # 1 – Call meeting to order.
Meeting was called to order at 7:48PM.

ITEM # 2 – Discussion on Final Report of the Economic Development Advisory Committee concerning the Economic Development Director Position with the Board of Selectmen and the Economic Development Commission.
The Economic Development Advisory Committee has submitted the following final report of their findings for approval:
THE FINAL REPORT OF THE ECONOMIC DEVELOPMENT ADVISORY COMMITTEE

The Economic Development Advisory Committee which consists of Kristen Harmeling, Ted Holly, Bob Rich, and Preet Singh met three times between October 18 and November 18. The committee was given information consisting of the Master Economic Development Plan of 2007, minutes of the meetings of the Transition Team, and the results of a study done by Connecticut Main Street Center.

The committee met with Jim Ryan of the Shelton Economic Development Corporation, Sheila O'Malley the Derby Economic Development Director and Oley Carpp an Economic Development Consultant. Each of these people explained how their position worked and what each position could do for the town. The committee was also given a listing of what types of positions are employed by towns and cities in Connecticut.

After much discussion the committee ruled out the use of and Economic Development Corporation. The discussion then focused on a consultant or a director. The group felt that either would work but did not want to see someone hired then not funded in the 2011-2012 fiscal year. Also discussed was hiring someone part time or full time. The consensus was to hire someone part time. The reasoning was that a smaller amount in the budget would more likely be approved and the person hired may actually work the position into a full time position through accomplishments by that person. The committee also felt that the town should advertise for a consultant/director and see what kind of response is generated. In addition the opinion was to offer a salary in the $40,000 to $45,000 range.

The recommendation would be to advertise and interview in January and have someone hired by February. In consulting with the Finance Department, it was determined that an individual hired at the rate of $42,000 and working a 19 ½ hour work week would fit into the budget for the salary remaining in the budget. The EDC secretary position was funded $29,000 including benefits for the fiscal year 2010-2011. The committee would hope that the Board of Selectmen and the Board of Finance would approve this position.

The members expressed pleasure in serving on the commission and some even expressed an interest in serving on a committee to interview the candidates. They all agreed that the meetings were helpful and gave them a better understanding of the Town's economic needs.

A lengthy discussion was had by all. Several questions were asked including funding of the position, job description, whether a consultant or hired director would be better and goals and performance standards. The Board of Selectmen approve the recommendations of the Committee subject to an up to date job description being produced, the position being put into the proposed budget for 2011/2012, and an interview committee being set up to work with the EDC on the hiring process.

ITEM # 3 – Adjournment.
Motion to adjourn at 8:32PM.
Motion: Bob Rich **Second: Kristen Harmeling**
Vote: 3-Yes **0-No** **0-Abstain**