

Regular Meeting

Tuesday September 7, 2021

Wallingford HubCap128 Center Street Wallingford, Ct 06492

I. Call to Order

Mike Glidden called the meeting to order at 5:33pm.

Present: Mike Glidden, Sam Sargent, Joan Parisi, Karen Grana, Theresa Cipriani and Executive Director: Liz Davis

Absent: Steve Knight, Bob Parisi, Kate McNamee, and Alternate Steve Lazarus

a. Appointment of Alternates

II. Approval of Minutes

a. Regular Meeting 07/13/2021

MOTION: Karen Grana made a motion to approve the minutes with a change to the heading from June to July. Joan Parisi seconded the motion. The motion passed (5-0).

b. Special Meeting 08/18/2021

MOTION: Joan Parisi made a motion to table action on the minutes, Karen Grana seconded the motion. The motion passed (5-0).

III. Treasurer's Report

Mike Glidden and Liz Davis presented the profit loss statements and stated that the future reports will be updated to reflect the approved budget so that members can follow where the organization stands based on the budgeted numbers for each line.

MOTION: Joan Parisi made a motion to table action on the treasurer's report. Sam Sargent seconded the motion. The motion passed (5-0).

IV. Executive Director's Report

Liz Davis provided the Board with an update regarding Mini Celebrate. 16 crafters, 15 food vendors, and most of the merchants along Center Street will be participating. Fundraising has been going good and the event should break even unless there are additional surprises. Liz described the set-up for the event. She explained that we are waiting on Holy Trinity for permission to use the parking area.

Liz discussed the recent merchant meeting. Over 25 merchants attended and Tim Ryan discussed AARPA funds. The Town of Wallingford is expecting to receive \$13 million. Liz and Mike Glidden are asking that WCI be part of the process. Mike Glidden restated the message from Tim Ryan that owners need to document their need in order to prepare applications for funds. Mike Glidden thanked Liz for her efforts to increase attendance to the meeting.

Liz provided updates for landscaping and paving projects planned for the center.

Sam Sargent asked about the old train station. Liz stated that EDC released a RFQ concerning the potential re-use of the space should the BOE leave.

Liz explained that snowflakes and wreathes will be displayed for Holiday Stroll. The bulbs and wreathes all need to match. She is working with DPW however she may need volunteers

V. New Business

a. Discussion and possible appointments for personnel subcommittee

Mike Glidden explained that a standing committee will be formed which will perform probation reviews and annual performance reviews of employees. He asked if any member is interested in serving on the committee to email him. The item will be on the next agenda at which time he would like to form the subcommittee.

c. Introduction of perspective members

Mike welcomed the prospective members that were present:

Nikki Trochio from Calcagni Realty.

Leah Muscrella from the Eatery.

Nancy from Yankee Cloth

Linda from Yankee Cloth

d. Discussion and possible action concerning hiring of part-time personnel

Mike Glidden discussed with the Board that during the interview process for hiring of the current executive director, the hiring committee identified an individual that would fit the part-time role to assist the organization and executive director. He noted that the position is budgeted for and has historically been filled. He noted that this individual has marketing and social media background that would be an asset to the organization.

Joan Parisi explained how she maintains a blog with the Record Journal.

Theresa Cipriani stated that she is in favor of bringing this individual on and noted that she will be a great addition. She also noted that the candidate is looking for part-time work.

Motion: Mike Glidden made a motion to hire Caitlin Huston as a part-time employee (10 hours a week) effective 09/07/2021. Joan Parisi seconded the motion. The motion passed (5-0).

VI. Old Business

a. Mini Celebrate- Planning and Preparation Updates

Mike Glidden noted that Liz Davis already provided an update to the group regarding this matter.

MOTION: Mike Glidden made a motion to add appointment of new regular and alternate members to WCI to fill current vacancies to the agenda. Joan Parisi seconded the motion. The motion passed (4-0).

Appointment of new Members to fill vacancies

MOTION: Mike Glidden made a motion to appoint the following individuals:

Nikki Trochio as a regular member

Leah Muscrella as a regular member

Linda as an alternate

Liz Landow as an alternate

The motion was seconded by Joan Parisi. The motion passed (4-0).

VII. Adjournment

MOTION: Mike Glidden made a motion to adjourn the meeting. Karen seconded the motion. The motion passed (4-0). The meeting was adjourned at 6:18pm.

Acting Clerk

Mike Glidden