

**GUILFORD**  
**Economic Development Commission**  
**MINUTES**  
**January 8, 2019**  
**8:00 A.M.**  
**Nathanael Greene Community Center**

*Final*

Commissioners: Chair Mark Wasserman, Vice Chair Theodore Sands, Fran Paranto, Wendy Dockray,  
David Egan, Damian Gunningsmith, Amy Earls  
Absent: Michael Meisel (until March)  
Town Officials: Brian McGlone, Economic Development Coordinator  
Guests: Town Planner George Kral  
J.P. Sullivan, potential member

**1. Communication and Public Forum (limited to 5 minutes) / Call to Order**

At 8:06 am, Chair Mark Wasserman called to order the regular meeting. He advised that Commissioner Michael Miesel is out of state until March and introduced new commissioners J.P. Sullivan and Traci Brent. Mr. Sullivan and Ms. Brent shared their background information as did commissioners.

**2. Town Planner George Kral**

Town Planner George Kral explained his job description and responsibilities. He has been Town Planner since 1984. He works with Economic Development Coordinator Brian McGlone, several Town department heads and staff, including the Town Engineering office, Public Works, Planning and Zoning (PZC), Inland Wetlands (IWC), Natural Resources, Land Acquisition, Board of Selectmen (BOS), Parks and Recreation (P&R), Design Review Commission (DRC), Health Dept. and other Town agencies. His department reviews proposed site plans, land use plans, building applications, residential and commercial zoning regulations and permits, creates Town development plans, and more. George and Brian regularly meet with residents or commercial developers to review the applicants' proposals and guide the permitting process.

The Board of Selectmen has established the Affordable Housing Commission to study and create residential plans. The current project is slated for the former Woodruff property now owned by the Town. Request for Proposals (RFP) from developers will be issued soon.

Discussion answered questions from commissioners, including :

- Guilford will create housing for those who can afford to pay rent from 33% of their income and have an annual income of approximately \$40,000.
- To be eligible to obtain Affordable Housing in Connecticut, residents must have an income at 60% of the median income of a municipality.
- The Town is researching funding assistance from the State of CT.
- \$70,000 has been received from the State of CT to do studies and produce plans to create affordable housing.

Discussion focused on the time it takes for the application process, municipal and state requirements and process of reviewing and obtaining proposals, permits and public hearings. Applicants must submit documents and meet with several departments and agencies. This can take a year or a few years before approval or denial. The public is invited to meetings to engage in reviewing proposals. The IWC, DRC and PZC are among the volunteer commissions that the applicant is required to meet criteria, laws and regulations.

Larger businesses and industry do not have an issue with the length of time it takes for the process yet the cost and time can be a burden for small businesses. The commissions also must schedule times to observe the proposed sites and may require two public hearings. This process is enabled by the State of CT and, if necessary, may also include historical reviews of a proposed site.

When asked for recommendations, George Kral suggested :

- Additional Town staff would help to streamline the proposal review process. Applicants must be informed at the start of the process on the necessary permits, costs, and other requirements. This would allow all participants to be prepared for the next step.
- Currently, the Inland Wetlands (resource protection agency) and the Planning and Zoning Commissions conduct independent reviews and decisions. Inland Wetlands is responsible for balancing preservation, protection and development criteria. To expedite the proposal review process, the Town Charter could be changed to require combining these two commissions.
- Many proposals require traffic planning with the Guilford Police Dept., Police Commission and the Town Engineer.

EDC recommendations include :

- It would be helpful if the Town would notify businesses in advance of planned roadwork near their business.
- Citizens can make an appointment to attend Town department meetings to ask questions regarding Town projects.
- The State Dept. of Transportation has been updating sightlines at intersections on Whitfield, Water Church and Broad Streets. The Town should also study street corner sightlines to determine if changes are needed to prevent dangers for both pedestrians and drivers.

Chair Mark Wasserman expressed appreciation to George Kral for his level-headed and neutral position at Town agency meetings and his continued service to the Town.

### **3. Approval of December 4, 2018 Minutes**

Upon review,

*Motion: David Egan moved to approve the December 4, 2018 minutes, seconded by Damian Gunningsmith.*

*Vote: Carried - Wendy Dockray, Michael Meisel, David Egan, Mark Wasserman  
Abstained: Tracy Brent, J.P. Sullivan (new members: January)*

#### 4. Economic Development Coordinator's Report

Econ. Dev. Coord. Brian McGlone emailed EDC the following report prior to this meeting :

##### **Parking :**

Ted Sands, Janice Plaziak and I met with Craig Maturo and Tony Fappiano (realtor for Craig's properties) on Dec. 6 to discuss a host of issues surrounding the Whitfield / Water Street parking lot. We followed up on Dec. 11 with a tour of the site to see first hand some of the concerns. The majority focused on the trash enclosures, including the one on Town property. Their use is more of a "training issue" of the numerous people/businesses utilizing them as trash gets dumped outside the containers, cardboard isn't broken down, and some require "bollards" to protect from vehicles hitting into them. We reviewed concerns over the use of (or lack of) tire stops, which might better protect the light fixtures. An overall long term maintenance agreement hasn't been resolved addressing issues like: snow removal, sealing/stripping, fixture repairs, planting areas, future sidewalk repairs, and so on. The concept of an "association" was discussed and the structure of such will be discussed with Matt Hoey, Pam Milliman (Town Attorney), Janice, Ted and me on Jan. 28, 2019.

Craig is receptive to providing an Easement for a sidewalk to connect this lot through his property to the St. George lot as part of our larger plan to provide more parking to service these businesses.

##### **Tourism :**

At the request of REX (regional tourism bureau) and the State Office of Tourism, I submitted input and updated information about Guilford's Tourism assets. Most of this data will be utilized via electronic communication and on their websites.

**Looking Ahead** - GPAF (Guilford Performing Arts Festival) will be occurring Sept. 26 through Sept. 29, 2019. The inaugural event occurred during October 2017, utilizing 17 venues, with 350+ individual performs creating 44 performances and workshops, and was attended by approximately 4,000 people made up of residents, and out of town/out of state people. The 2019 event promises to be larger and is expect to draw even more people to our town with particular economic benefit to our restaurants, retailers, museums and service businesses.

**27 Boston Street** (former home to Beatty & Beatty Law Offices) was sold to an investment group. Two apartments on the 2<sup>nd</sup> floor remain while the group looks for new tenants for the 1<sup>st</sup> floor (retail or offices). Beatty combined his law firm with Sullivan & Griffith and moved his offices to their location within Lighthouse Square (behind Planet Fitness).

At the meeting, Brian also reported :

**Metro Pooch** has submitted redesigned plans for a smaller building. Design Review Commission will consider the new proposal, advise and provide guidelines for the PZC.

**Route One East Guidelines** will be reviewed by the PZC. During the process there had been some conflict with the PZC regulations. A review will be done soon and Brian will report to EDC in February.

## 5. Chamber of Commerce Report

Shoreline Chamber of Commerce president Sheri Cote submitted a Chamber 2019 Calendar depicting photos of community "super heroes", reviewed a list of recent events including an appreciation reception and welcome to newly elected legislators, Chamber survey on legislative issues, annual Chamber dinner and awards, health and wellness event, meeting schedule and the Chamber newsletter.

## 6. Chairman's Report

Chair Mark Wasserman reported that the property across from The Commons on Route One has been sold to a new owner. The PZC has changed the designation on this land from housing for ages fifty-five and older to non designated housing or commercial use. Mark recommended residential use.

## 7. Subcommittees/Board Liaison Reports

- **Town Forum - (Gunningsmith, Paranto)**

Damian Gunningsmith reported that the EDC Public Forum, on the responsibilities of Town departments, may be rescheduled for May. He and Fran Paranto will continue to coordinate the event.

- **Land Acquisition Committee (LAC) (Paranto)**

Fran Paranto reported that the LAC had not met in December.

- **Signage (Meisel, Egan)** Discussion held earlier in the meeting.

- **Parking (Sands, Paranto, Orce)** Discussion held earlier in the meeting.

8. **New Business** There was no new business.

9. **Old Business** There was no old business.

## 10. Approval of Bills

*Motion: Dave Egan moved to approve payment of the Recording Secretary December invoice for \$103.50, seconded by Fran Paranto.*

*Vote: Carried - Unanimously*

**11. Adjournment**

*Motion: At 9:31 a.m., David Egan moved to adjourn the meeting, seconded by Fran Paranto.*

*Vote: Carried - Unanimously*

Respectfully Submitted,

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*Judith Anderson Castellano*  
Recording Secretary