

**GUILFORD  
Economic Development Commission  
MINUTES**

**January 5, 2021**

**8:00 A.M.**

**Due to the Coronavirus 19 pandemic, Town meetings are held  
Online via Zoom.com go to [www.http//ci.guilford.ct.us](http://ci.guilford.ct.us)**

Commissioners: Vice Chair Ted Sands, Amy Earls, Michael Meisel, Wendy Dockray, J.P. Sullivan,  
Damian Gunningsmith, Dave Egan (Alt), Tracy Brent Calafiore (Alt)  
Absent: Chair Mark Wasserman  
Town Officials: Sheri Cote, Interim Economic Development Coordinator  
First Selectman Matt Hoey  
Guests: Diane Petra, potential EDC member  
Ellen Carucci, Liaison/President Shoreline Chamber of Commerce

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

At 8:10 am, Vice Chair Ted Sands called to order the regular meeting. Six Regular Members were present for a quorum with one Alternate seated to vote.

There was no one present for Public Forum.

**2. Guest Speaker - None**

**3. Approval of November 3, 2020 Minutes**

Upon review,

*Motion: Dave Egan moved to approve the November minutes, seconded by Amy Earls.*

*Vote: Carried – Amy Earls, Michael Meisel, Damian Gunningsmith, Wendy Dockray, J.P. Sullivan,  
Dave Egan*

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

Interim Economic Development Coordinator, Sheri Cote reviewed her December report, including yet not limited to :

\*Due to a snow storm, the holiday “pop-up” entertainment dance performance to be held on The Green, was canceled for the dancers' safety.

\*Annual Town Christmas Tree Lighting was presented as an online video on December 4 by Town and State officials.

\*CT Conference of Municipalities (CCM) was held virtually December 1-3. Networking with other towns' officials went well.

\*Guilford Events Magazine will be mailed to all residents soon by the publisher Essex Printing.

Coordinator Cote will email EDC a written report as there were issues with her Zoom connection.

## 5. Shoreline Chamber of Commerce

New Chamber President Ellen Carucci reported, yet not limited to :

- \*The Shoreline Chamber continues to hold Webinars partnered with the State of CT, Small Business Development Center. A Webinar will be held today addressing the ongoing Payroll Protection Plan loan forgiveness, Family and Medical Leave and all resources available from state and federal agencies.
- \*A Webinar had been held, with two labor law, on CT paid Family and Medical Leave Program which became effective January 1, 2021. They also reviewed employer obligations under the Corona Virus Response Act.
- \*During the holidays, the Chamber began the new initiative "Shoreline \$100 Challenge" to encourage people to shop locally.
- \*The initiative "Bring Your Own Blanket" to outdoor service restaurants went well until much colder weather.
- \*Continue with two Networking sessions online per month.
- \*Monthly CEO round table discussion continue to be held online.

## 6. Chairman's Report

Vice Chair Ted Sands reported on Chair Mark Wasserman's report:

- \*"Pet Valu" has closed. Mark advised that a third of businesses in the tri-state area have permanently closed. It is unknown at this time how many Guilford businesses have closed.
- \*Tree Lighting video posted by the Shoreline Chamber was well received by the public. Mark thanked the Chamber for this new way of continuing this annual tradition.

EDC Coordinator Sheri Cote advised that she will compile a list of Guilford's businesses that have closed due to the pandemic and what facilities and potential locations are available.

## 7. Subcommittees

### Signage

Michael Meisel reported that the subcommittee has established a budget and received quotes for creation, installation and maintenance of 'Welcome to Guilford' signs. (See previous minutes'). Fundraising continued soliciting local private and family foundations through December. A \$1,000 donation was received from a family foundation. Solicitation letters will be sent and follow up contact will be made with local businesses and nonprofits over the next few months.

Dave Egan had contacted Guilford Savings Bank Board member Charles Havrda regarding the bank's application process, which expects to be favorable. Wendy Dockray has been compiling information required for applications. This includes how local businesses would benefit from the Welcome signs. She will also apply to foundations from other towns.

Sheri Cote advised that the Chamber has set up an account to deposit funds.

**Economic Development Incentives**

Amy Earls reported that the Economic Development Incentives Subcommittee had presented the proposed EDC Tax Incentives Program at a recent Board of Selectmen(BOS)meeting. Amy noted that the incentives do not include deferred taxes.

First Selectman Hoey advised that the BOS is reviewing the EDC proposal with Town Counsel. Town Planner George Kral and Interim Economic Development Coordinator Sheri Cote are researching potential properties. The BOS will work to complete and vote on the proposal in the first quarter of 2021. Diane Petra recommended including tenant leases and landlord property owners in the incentives.

**8. New Business**

Vice Chair Ted Sands requested that commissioners email suggestions for EDC 2021 projects.

**9. Old Business**

Coordinator Sheri Cote reported that there were no submissions to the Holiday Window Decorating Contest. Many local businesses did decorate and install holiday lights on and in their buildings.

**10. Approval of Bills**

*Motion: Dave Egan moved to approve the Recording Secretary December invoice for \$62.13, seconded by Wendy Dockray.*

*Vote: Carried – Unanimously*

**11. Adjournment**

*Motion: At 8:42 a.m., Dave Egan moved to adjourn the meeting, seconded by Wendy Dockray.*

*Vote: Carried – Unanimously*

Respectfully Submitted,

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*Judith Anderson Castellano*