

**GUILFORD  
Economic Development Commission  
MINUTES**

**February 5, 2019**

**8:00 A.M.**

**Nathanael Greene Community Center, Faulkner Room**

Commissioners: Chair Mark Wasserman, Vice Chair Theodore Sands, Fran Paranto, Wendy Dockray, Amy Earls, David Egan (Alt), Tracy Brent Calafiore (Alt)  
Absent: Damian Gunningsmith, Michael Meisel (until March)  
Town Officials: Brian McGlone, Economic Development Coordinator  
Guests: J.P. Sullivan, potential member  
William Thompson, Chair, Design Review Committee

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

At 8:02 am, Chair Mark Wasserman called to order the regular meeting.

**2. Guest Speaker William Thompson, Design Review Committee (DRC)**

As guest speaker, Chair of the Design Review Committee, William Thompson advised on the committee's role and responsibilities for the Town. The DRC is an advisory committee which helps guide commercial project designs, working with the commissions for Planning and Zoning (PZC), Inland Wetlands (IWC) and Historic District (HDC). DRC members include architects, graphic and landscape designers and others with a variety of backgrounds. They review commercial development applications and site plans and work with the applicant. As appropriate, the Historic District Commission has the authority to determine the aesthetic design.

Discussion reviewed the process to approve or deny applications. It may take months or years not only to comply with Guilford regulations and public hearings but compliance with state and local statutes, permitting, and adjacent property issues must also be processed. The Town website states that DRC was established by the PZC to "assist PZC in administering the Zoning Code. The advice of the Committee is intended to encourage higher quality building and site design and result in commercial development which is compatible with the character of the Town. For any site plan or special permit application in a commercial or industrial zone, the PZC shall refer the application to the Committee prior to making a decision on the application."

Chair Thompson advised that outdoor lighting and signs are part of the decisions. He suggested :

- that the Town increase staff members, who currently assist with the applicant's regulation compliance.
- EDC members could attend DRC meetings.
- IWC reviews and walks the proposed site plan. Septic systems, wetland buffers, sensitive species and waterways are some of the criteria.

Further discussion :

- The Town's Land Use Department also reviews applications.
- The entire Town of Guilford has more wetlands than many towns.
- To shorten the approval/denial process, EDC may recommend to PZC a deadline for design and wetlands reviews.

Since William Thompson had to leave at 8:38 am, Chair Mark Wasserman expressed appreciation to him for sharing information.

### **3. Approval of January 8, 2019 Minutes**

Upon review,

*Motion: Fran Paranto moved to approve the January 8, 2019 minutes with amendments : J.P. Sullivan is a "potential" member, Ted Sands and Amy Earls were absent, seconded by Wendy Dockray.*

*Vote: Carried - Wendy Dockray, Fran Paranto, Damian Gunningsmith, Dave Egan  
Abstained: Ted Sands, Amy Earls*

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

Econ. Dev. Coor. Brian McGlone submitted two New Haven Register news articles : "Economic development, differently", dated February 2, 2019 by Dan Haar and a January 2019 article by Ben Lambert on Hamden - "Report looks to town's future".

The Haar article explains the Connecticut Economic Resource Center, commonly called CERC, as "a nonprofit group that helps companies and towns connect and generates information about the state." Guilford uses this service. The state has established the Department of Economic and Community Development. David Lehman has been appointed commissioner and Secretary of Commerce.

Hamden has recently adopted a Comprehensive Economic Development Plan looking to expand businesses, increase jobs, tax incentives, offer Workforce Development Series workshops providing training opportunities and provide access to broadband, high speed internet service for all residents.

Emerson Plumbing Supply, Royal Printing Service and Land Rover dealership : There is no new information on potential buyers for these vacant locations on Boston Post Road.

During discussion, Wendy Dockray recommended that EDC could monitor the commercial business and development application process, following each applicant's progress. This would support the applicant, PZC and EDC endeavors.

Monthly Report :

### "1. Administration

- Drafted 2019-2020 EDC Budget, presented to BOS and BOF Jan. 24. See attached slides that were included in support of our budget. BOS will be reviewing along with All budgets submitted. May be looking for a small tweak.
- Began to draft 2017-2018 Annual Report. Need to prioritize completing in February.

### 2. Business Update

- School House Manor Apartments (10 - 1 bedroom units) Rt. 1 West being completed. 3 units have been leased, with two additional very near.
- Two properties have become for sale: 200 Hubbard Road plus adjoining 3 acres. White Mountain (owner/tenant) wishes to stay and is willing to lease ½ the space, but they want to sell the building and land. Met a potential prospect during a recent REDFO/REX meeting that will be viewing the properties soon, possible this week. 83 Whitfield Street is also for sale (Breakwater Book Store, Spice & Tea Company and 2 apartments above). Property owner passed away and now property is for sale by the heirs. Assuming the property sells, I would think a new owner would want all to stay.

### 3. Tourism Update

- At the request of the State office of Tourism, submitted an article for consideration by the Smithsonian Institute who are looking for their annual "Top 20 Small Towns in America. Past CT towns that were included are Mystic and Kent.
- Welcome to Guilford signage has been on the back burner due to other priorities, bringing it forward in an effort to drive this project forward. Attending a workshop by the Guilford Foundation on Feb 5 concerning their application process. We hope to obtain some seed money from them towards this project. Estimated budget is \$50K, which will pay for the sign construction and installation, and allow for a reserve for future repairs and maintenance.

### 4. Parking St George and Whitfield Street

- Ted and I met with Matt Hoey, Pam Millman (Town Counsel) and Janice Plaziak on Jan 28 to review all open issues. Action steps include: review of initial grant and easements to better understand long term maintenance responsibilities, review sub-license agreement for business, prepare sidewalk agreement for connecting sidewalk from parking lot to St. George's , and schedule a meeting with all property owners to review all of the above. All targeted to occur during February.

### 5. Miscellaneous

- I attended North Branford's State of the Town / EDC Breakfast on Jan 22. A nice presentation by Mike Palhous - Town Manager, followed by a senior manager from the Honeywell facility, a large local employer with nearly 700 employees in North Branford. He gave a great overview concerning their business, local needs concerning employees, housing and training. The Honeywell presentation was a "Plan B", as speakers from the SBA were originally scheduled, but canceled at the last minutes due to the federal government shutdown. "

- A request was made following George Kral's presentation last month for a copy of the "How to Do flowchart" for businesses. I will email it later under separate cover.

## 5. Chamber of Commerce Report

Shoreline Chamber of Commerce president Sheri Cote submitted a list and reviewed upcoming events, including the Chamber's February 21, 2019 Annual Meeting. EDC members were invited. Several awards are presented with this year's Tourism Award going to Economic Development Coordinator Brian McGlone. The Chamber has 640 members. Brian recommended that EDC members attend the monthly Business Breakfast Meeting or a Chamber event.

## 6. Chairman's Report

Chair Mark Wasserman reported that the new interior to McDonald's is not as suited to Guilford as the former design. Some employees have been replaced by kiosk order stations.

## 7. Subcommittees/Board Liaison Reports

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

Fran Paranto reported that the EDC Public Forum, on the responsibilities of Town departments, will be rescheduled for May. Fran will meet with Parks and Recreation Dir. Rick Maynard today to schedule a date at the Community Center.

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

Fran Paranto reported that the LAC had not met in January and may meet in February.

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

- **Parking (Sands, Paranto, Orce)**

Ted Sands reported that progress had been made concerning the parking and walkway project between businesses along Whitfield and Water Streets and St. George Church. It is expected to be completed by summer. Further information will be reviewed at the March EDC meeting.

## 8. New Business (Tracy Brent left meeting 9:30)

Discussion reviewed ideas on ways for EDC to support local businesses. It was decided that Coor. McGlone will draft an EDC business card to use while visiting establishments. A decision will be made at the March meeting.

EDC can invite businesses, including non-retail and food industries, to attend EDC meetings and share their information for discussion. EDC members can attend organization meetings such as Rotary Club.

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

**10. Approval of Bills**

*Motion:            Ted Sands moved to approve payment of the Recording Secretary January invoice for \$103.50, seconded by Dave Egan.*

*Vote:                Carried - Dave Egan, Amy Earls, Wendy Dockray, Fran Paranto, Ted Sand, Damian Gunningsmith*

**10. Adjournment**

*Motion:            At 9:35 a.m., Amy Earls moved to adjourn the meeting, seconded by Fran Paranto.*

*Vote:                Carried - Unanimously*

Respectfully Submitted,

---

*Judith Anderson Castellano*  
Recording Secretary