

**GUILFORD**  
**Economic Development Commission**  
**MINUTES**  
**September 4, 2018**  
**8:00 A.M.**  
**Town Hall, second floor, Selectmen's Meeting Room**

*DRAFT*

Commissioners: Chair Mark Wasserman, Vice Chair Theodore Sands, Michael Meisel,  
Wendy Dockray, Fran Paranto, David Egan, Damian Gunningsmith

Absent: Michael Orce  
Brian McGlone, Economic Development Coordinator

Town Officials: None

Guests: Amy Earls, 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.

There was no one present for Public Forum.

**2. Approval of August 7 Minutes**

*Motion: Ted Sands moved to approve the August 7, 2018 minutes, with amendment that Michael Orce was absent, seconded by Wendy Dockray.*

*Vote: Carried - Ted Sands, Michael Meisel, Wendy Dockray, Fran Paranto, David Egan, Damian Gunningsmith*

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

Econ. Dev. Coordinator Brian McGlone was unable to be present and had emailed the following report :

"1) The Parking Agreement with St. George Church has essentially been agreed to, minor points being resolved/confirmed. We are obtaining quotes for the sidewalk(s) that will connect St. George to the area behind Whitfield Shops. Once obtained, we should be in a position to review with the BoS and seek their approval. We'll need to obtain agreements with the property owners and businesses that will be utilizing spaces at St. George.

2) This project will be increasingly important as we are required by the state to remove the 2 parallel parking spaces in front of Cilantro and Breakwater Books. Additionally, we were advised by the state that we need to remove 2 angled spaces in front of The Marketplace that abut the crosswalk.

With these eliminated spaces, the St. George employee spaces should be well received and appreciated. We are anticipating removing the spaces during the week of 9/17.

- 3) Tourism Exit Signage project has been restarted. I have drafted the 6 Encroachment Easements required by the state, requested updated signage templates from Autografix, and am working on GIS mapping with Kevin Magee. Once all in-place, will seek "in principal" approval from the BoS. Then funding mechanisms will be sought, such as grants, major donors and/or minor donors to cover the initial requirements (approx. \$30K) along with a similar amount for repairs and replacements if needed."

Ted Sands reported the parking project at St. George Church. Drivers will obtain passes to use spaces at the church. The Archdiocese will approve sidewalk construction and the parking project, then the Town must approve. The project may be done by September 13. Merchants will be contacted.

**4. Chamber of Commerce Report**

Shoreline Chamber of Commerce representative Sherry Cote was not present to report.

**5. Chairman's Report**

Chair Mark Wasserman reported that the store manager of Fresh Market advised that the store is doing above average expected business.

**6. Subcommittees/Board Liaison Reports**

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

Fran Paranto reported on the plans to hold a Town Public Forum meeting. He reviewed the proposed agenda. Town officials and local businesses will be invited. Discussion will focus on current working relationships with the Town, additional ways to support businesses and to identify home-based businesses and entrepreneurs. Fran will contact Town officials to schedule the Forum on a Thursday, in mid or late October or November.

- **Town Profile on State Film Site (Meisel,Dockray)**

Wendy Dockray and Michael Meisel reported that they had sent the Town Profile powerpoint presentation to the State of CT film website.

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

Fran Paranto reported that the LAC will meet Thursday September 6.

- **Signage (Meisel, Egan)**

There was no new information report.

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

Discussion was under Economic Development Coordinator's Report.

## **7. New Business**

Discussion was held on whether there is interest to create a merchant association similar to the Town of Branford's. Parking around the Guilford Green is always in need of improvement. Most Guilford stores and businesses do not join the Shoreline Chamber of Commerce yet have good working relationships.

## **8. Old Business**

- Review questionnaire provided by First Selectman Matt Hoey

Questionnaire included :

- roles of EDC, Coordinator and their relationship.
- define objectives, strategies, tactics, success measures, gaps in skills or tools.
- benefits of living or business in Guilford and create a marketing statement.

Michael Miesel will contact the Guilford Courier to request whether EDC articles can be periodically submitted and the cost. Brian McGlone would prepare the article and Ted Sands and Michael Miesel would review before being submitted.

Branford Economic Development Commission is an example of a proactive commission. EDC changed its' regular meeting time to morning so businesses can attend. EDC can send letters to new business and new residents requesting their input. This would assist EDC in goal setting.

*(David Gunningsmith left at 8:59)*

Ted Sands will contact the Guilford Savings Bank to request that a representative attend the EDC, October 2, 2018, regular meeting to provide information on the types of new local business.

## **9. Approval of Bills**

There were no bills to approve.

**10. Adjournment**

*Motion: At 9:06 a.m., Ted Sands moved to adjourn the meeting, seconded by Wendy Dockray.*

*Vote: Carried - Unanimously*

Respectfully Submitted,

---

*Judith Anderson Castellano*  
Recording Secretary