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GEORGE I. MILLER
ALFRED D. ROSE

TOWN OF NORTH BRANFORD

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Special Meeting
Economic Development Commission
January 11, 2016
Town Manager's Conference Room
6:00 p.m.

1. Call to Order and Roll Call

Chairman Finch called the meeting to order at 6:20 pm

Present: Jan Finch, Joan Tutor, Elisabeth Caplan and Chris Kranick

Absent: Diana Pelliccio

2. Approval of minutes January 4, 2016

Member Tutor moved to accept the minutes of January 4, 2016, seconded by Member Kranick with the following correction; page 3, under Finalize presentation by REX, a grammatical error was pointed out stating the one sentence separated by a comma should be two sentences separated by a period.

3. Old Business

a. Update on CenterPlan

Members discussed potential next steps and would follow up with Town Manager Michael Paulhus.

b. Reports

- Discussion with Economic Developers from North Haven, Branford and Guilford

Discussed under Visitation Program

- Essex Events Magazine
2 volunteers

Members discussed best ways to move forward collecting articles from department heads and organizations. It was decided the initial start up might be challenging, however moving forward the magazine would be a valuable asset to the Town. Member Kranick offered to be one of the volunteers. Members decided moving forward they would look for a second and possibly third volunteer.

- Finalize presentation by REX on Feb. 1

Members discussed best questions to present in order to allow for a comprehensive overview of the program to visitors.

- Visitation Program - Prioritize

Chairman Finch distributed information from Community Investment Corporation and informed members this would be a valuable part of the packet. Other ideas were discussed as important for the packet were: Small Business Express, information on SCORE, CERC, Town meetings and a list of departments with contact numbers at Town Hall. Member Caplan offered to call Town Assessor David Ambrose to obtain business information. Members distributed responsibilities equally.

Members discussed a potential start date of the program once they obtain business information. It was decided they would start in teams of two was working from an initial list of twenty businesses.

Members discussed the items needed to complete the packets along with a target date of February 15th to complete the packets.

- Discuss recommended organizations to join

Members briefly discussed target organizations best suited to support economic development in North Branford.

4. New Business

- a. Bring ideas and questions to assist in broadcast

Members suggested the following questions for the broadcast and discussed best ways to give a comprehensive overview of the Commission and their work.

- What is the purpose of the EDC?
- CenterPlan - a look back
- With this being a new year, what will the EDC be focusing on?
- Hiring an Economic Development person

Member Caplan discussed speaking with Member Pelliccio to move forward with a date for the broadcast.

- b. Report to Town Council on EDC activities

Members discussed best ways to bring their ideas to the Town Council. Various ideas were discussed such as forming a budget, helping the Commission become more competitive with neighboring towns, joining regional and state economic development associations and the need for an economic development staff person. The February 16th Town Council meeting was discussed to prepare a presentation to the Council on Economic Development investments. It was decided a focus would be on REX, CEDA, the Events Magazine, Business Visitation Program and a part time economic development officer.

5. Other Business

Member Kranick opened discussion on the recent Planning and Zoning meeting he attended. He suggested finding ways to become more involved at ground level on approvals and having better dialog among commissions keep informed of new businesses.

The next Economic Development Meeting will be held Monday February 1st at 6:00 pm.

6. Adjournment

Member Tutor made a motion to adjourn at 8:30 p.m., seconded by Member Kranick. With all in favor, motion passed.

Respectfully Submitted,

Mary Caruso
Recording Secretary