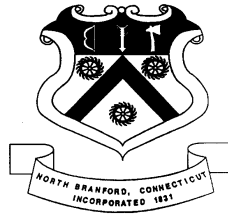


MAYOR
MICHAEL J. DOODY

DEPUTY MAYOR
JOSEPH E. FAUGHNAN

TOWN MANAGER
MICHAEL T. PAULHUS



COUNCIL MEMBERS
ROSE MARIE ANGELONI
DANIEL M. ARMIN
ANTHONY S. CANDELORA
MARIE E. DIAMOND
CHRIS MANNA
GEORGE I. MILLER
ALFRED D. ROSE

TOWN OF NORTH BRANFORD

TOWN HALL, 909 FOXON ROAD, NORTH BRANFORD, CONNECTICUT 06471
TOWN MANAGER (203) 484-6000 TOWN HALL FAX (203) 484-6025

Minutes
Economic Development Commission
October 3, 2016
Town Manager's Conference Room
6:00 p.m.

Members Present: Jan Finch, Elizabeth Caplan, Joan Tutor, Chris Kranick and Scott Small

Guests: Michael Paulhus, North Branford Town Manager and Daniel Armin, North Branford Town Council Member-Liaison to EDC

1. **Jan Finch called the meeting to order at 6:03 P.M.**
2. **Approval of Minutes**
 - a. Meeting September 12, 2016, Member Chris Kranick motion to approve, second by Member Joan Tutor to approve the minutes. Corrections: none. Vote: With all in favor, none opposed, Motion Approved.
3. **Town Managers Report:** Michael Paulhus – We are getting a new part-time intern Sean McGraw. She comes to us from CT Dept. of Rehabilitation Services. training program and he is starting tomorrow. 20 hours per week and will cover Tuesday, Thursday and Friday. Her coverage will be shared between the Town Manager, the EDC and Planning and Zoning. Details of her assignments will include: analysis of recent EDC Business Survey results, compile individual survey comments, use electronic system Google for the on-line responses and begin development to expand e-mail addresses for all North Branford and Northford businesses, among other tasks. The Town Manager will assist with training the intern.

It was noted that we received additional survey mail-ins, bringing the total of mailed in responses to 39 and on-line responses to a total of 17. It was suggested an ad be placed in The Totoket Times to inform businesses there

is still time to submit their survey. A “Thank You Note” should also be added.

Chris Kranick asked for general ideas for design of future surveys. Next meeting there will be additional survey data to be presented and discussed.

Open discussion around EDC Business Event at POCO location prior to POCO Event. Looking to get update on adding beer and wine to the event. Mike Paulhus, has obtained some information regarding the possible addition of beer and wine. There are some restrictions/conditions. Example: No charge for event, no need for permit, Town Ordinance regarding consumption of liquor in a park. POCO Event – grounds are not a park. Daniel Armin, was asked what the Council thought about the idea. He commented “they have mix opinions”. He will re-present the request to the Council. Members further discussed that with or without liquor, it won’t make or break the event. More discussion need at future meeting.

4. **Old Business**

a. TV Interview. Elizabeth Caplan has set a schedule to tape a TV show “Let’s Be Frank”, October 18, 2016 @ 5:30 p.m. to 6:30 p.m. Not sure when it will be aired. She will be joined by Daniel Armin. Topics will include facts about the EDC program, vision, activities, goals and challenges. This information is to inform and inspire the community. Elizabeth has asked the members and this evenings guests to present her with any notes, specific topics and ideas for the taping. She is encouraging group participation.

b. Business Breakfast. This was an open discussion by all members. Comments included: the breakfast is a worthwhile event it helps to grow business relationships, generally held during the week at 7:30 a.m. & has guest speaker(s). Probably will take place in January or February. It was further noted that the Shoreline Chamber does this all the time. It was concluded that this topic will be further discussed (firmed up) at the next EDC monthly meeting.

c. Photo Contest. This activity is to acquire very inviting photos of our community to be posted on our website. Michael Paulhus has not had an opportunity to discuss possible modifications of the website with either Dennis Pannone or Anthony Candelora. While EDC Members have conducted a comparison of websites of neighboring towns (East Haven, Madison, Guilford, Killingworth) it is apparent that North Branford lags behind in numerous aspects. Members would like a complete overhaul however they are satisfied with incremental modifications at this time.

Chris Kranick offered to speak to a Shoreline Chamber representative to see if they have any suitable photos. Michael Paulhus will also search for usable photos. It was concluded, if the photos can be obtained, there will be no reason for a photo contest. Additional discussion revolved around Facebook and Linked-in.

- d. Request for Economic Development person / Town Council.** The EDC Members concluded that we are missing business growth and retention. Our neighboring towns have Economic Development Coordinator individuals. Daniel Armin, suggested constructing an “observational letter” to the Council Members. He has offered to present it to them. After a discussion, EDC members will gather significant data ie job descriptions, pay scale etc. to build the letter. Member Chris Kranick offered to draft the letter and e-mail to commission members for their comments.
 - e. Business Survey.** This topic already covered in previous discussion.
 - f. Website.** This topic already covered in previous discussion.
 - g. Visitation.** Need to resume EDC members conducting outside calls to local business owners. Use preprinted North Branford and Northford business lists. The group will create and implement activity plan during next EDC monthly meeting.
 - h. 1599 Foxon Road.** Bid package for demolition (2 buildings), clean up and remediation have been posted on website, Communication Board at Town Hall and packages were available at project site. Tremendous response of more than 20 businesses. Due to the volume of responses, and recognizing not everyone had received all the data, it was decided to extend the deadline for submitting bids one week. In addition, a walk-through of these units was permitted along with Q & A’s. Also noted when permits are to be issued to the winning bidder, it will automatically activate a 90 day hold due to the older back building. The Totoket Historical Society will be asked to review the “Historical” value of the old center school. It also presents possible sale & removal of unit rather than destroy. More to come on this topic.
- 5. New Business**
- a. Landlord Issues.** It is known that some of our local business owners struggle with their landlords. The EDC is trying to find a path for resolution. Some members have asked other town EDC officials how

they handle these types of situations. Conditions include but are not limited to signage and building up keep internal and external. Blight ordinance is a very touchy topic and better left to the Zoning Enforcement Officer. Future discussions will take place with hopes of finding solutions.

- b. **Report – REX meeting.** Chair Jan Finch attended this meeting. Usha Pillai spoke about how new drugs are developed and the cost. It was concluded that it was a very interesting and worthwhile meeting.

- c. **Shoreline Chamber Report - Directory.** The EDC has been invited to to join Branford and Guilford in a half page ad in the Shoreline Chamber Town Guide & Member Directory. It would be in a tourist ad at a cost of \$235.00. After an all member discussion, it was decided to go forward.

Motion: Member Elizabeth Caplan motion to approve, second by Member Joan Tutor to approve participation in the Shoreline Chamber Town Guide & Member Directory – Tourist ad at a cost of \$235.00.
Vote: With all in favor, none opposed, Motion approved.

d. **Communication.**

Chair Jan Finch announced the next EDC Meeting is Scheduled for November 7, 2016. Daniel Armin will be added to all future agendas.

Freedom of Information – Training attended by Chair Jan Finch. She was very impressed with the presentation. She gave handout to members. An additional handout will be provided at the next EDC Meeting.

Daniel Armin made a “Statement of Recognition” to the EDC Members for their focus, vision and activities.

Shoreline Chamber Event December 1, 2016 @ 8:00 a.m. @ Stony Creek Brewery–will discuss Legislation Topics (Transportation, Workforce, Energy & Welfare).

6. Correspondence: none

7. Adjournment

Chair Jan Finch made a motion to adjourn at 8:12 P.M., second by Member Elizabeth Caplan. Vote: With all in favor, none opposed, Motion Approved.

Respectfully Submitted,

Diana Pelliccio
Recording Secretary