



Milton Economic Development Committee  
Meeting Minutes – 1-8-2015  
WBOC Conference Room - 5:30 PM  
1 The Square, Milton

1. The meeting came to order at about 5:35 PM. Steve Crawford chaired the meeting.
2. The following people were in attendance:  
Committee Members:
  - Michela Coffaro
  - Mike Clark
  - Steve Crawford
  - Alex Donnan
  - Bob Howard
3. The agenda was agreed to as published.
4. The minutes of the 11/20/14 meeting were approved.
5. Announcements -
  - Steve announced that Mr. Cote' who is the Town Treasurer, has sent a letter to Mr. Howard requesting the turnover to the Town of the money collected several years ago during a bake sale event.
6. Old Business:

6.1 Steve Crawford invited the Milton Fire Department to share with us their plans for supporting the economic development of the Town. In attendance from the Fire Department was; Johnny Hopkins - President, Denny Hughes - Treasurer, Jack Bushey - Secretary, Jack Hudson – Former President and JR Clark – Fire Chief. During our discussions, they told us of how they have grown over the years and how they are funded. Although seemly well funded, they struggle to pay for new equipment and training. They gave as an example the cost of a new fire truck recently purchased that cost \$600,000. They shared with us their plans for the property they own behind the Fire Station and along the river. They support Town events and lack of funding from the community and Town in support of these events is a concern. They stated that they are committed to continue to support town events even if it requires funding from their own account.

They mentioned that the Lady Auxiliary will be celebrating their 50 year anniversary with a Town Event later this year.

It was suggested that the Fire Department provide the public more information about the financial aspect of the Department so that the citizenry has a better understanding of the cost to maintain and expand the Department as the Town grows. It was a very informative discussion and all members of the EDC thank them for their time and effort.

6.2 Michela Coffaro had suggested at the last meeting that Shelly Grabel, from DelTech, be invited to present information about how DelTech can and does support local governments and communities. Shelly agreed and presented information about various options and courses for education of town employees, council members and local business owners.

DelTech can provide continuing education courses not only at their campus but also at local business locations, such as the Federal Café, as an example.

We discussed with no firm ideas on how to get the Town government employees and Council engaged with pursuing additional education that can benefit their careers and the Town.

Michela offered to talk to Marie Mayor about hosting or sponsoring an educational effort for small businesses.

6.3 Status of 2015 EDC Budget – Bob Howard reported that at the last Council meeting the Council agreed to our budget and following the procedure set in place last year, we will be able to spend money on our identified activities.

6.4 Signage Project Status –Alex reported that two more attraction-list signs should be installed in January at the HOB school exit and at Cave neck and Front St. A gateway sign (WELCOME TO HISTORIC MILTON-8 by 4 FEET) will be ordered shortly for installation near Waples Pond on Route 1, north of the Route 5 exit. Also the "Governors Walk" sign between Irish Eyes and the Mercantile Bldg will be ordered before the funding expires.

6.5 List of Town Improvement/Repair Projects – Bob Howard reported that he has reached out to Greg Wingo to get a list of projects.

6.6 EDC Mentoring for New Businesses – Steve Crawford reported that he had a meeting with John Collier to discuss how the EDC can assist with helping a new business get established. His discussion with John resulted in additional questions as to how it can be implemented within the EDC membership as well as what the EDC members will actually be able to provide to a new business applicant. John was concerned that the EDC member might offer conflicting information relative to the process that is in place and what John has told the applicant.

As a result, Steve offered to write up a guideline document, which will define the roles and responsibilities of the EDC member relative to this effort. In addition, the term ‘mentor’ was discussed and possibly needs to be changed to something like ‘an advisor’, as an example. The term ‘mentor’ implies that the EDC member will support the new business owner in establishing their business as opposed to offering advise on how to navigate town requirements.

6.7 Comprehensive Plan – Steve Crawford reported that at the last Council meeting Barry Goodinson, who is heading this effort, told attendees that some sections are already being reviewed by the State. He thinks that they may not make the May completion deadline, but they will be close. He plans on having 2 more additional community meetings. Michela suggested that there be a section in the Comp Plan, if not already, to address the need for additional training/education (professional development) required to run and administer the Town. This can be addressed when we see the draft document in the next month or two.

## 7. New Business Discussion

7.1 EDC Portion of Town Website: Steve Crawford is going to work with Kristy Rogers to get the EDC portion of the Town website updated.

7.2 Welcome to Milton Brochure: Steve Crawford was contacted by Linda Newton, who provided a cost estimate, who asked if there was any thought about updating the 3 year old brochure. Further discussion required by the Committee.

The next meeting is scheduled for **Thursday, February 12th at 5:30** in the WBOC Conference Room.

Adjournment – The meeting was adjourned at approximately 8:35 PM

Respectfully submitted,

Steve Crawford

Attachment: Action Items from 1-8-15 Meeting

- **Alex Donnan – Current activities and status of Signage Project**
- **Michela Coffaro – Discussion with Marie Mayor about Small Business Educational Opportunities**
- **Bob Howard – Town Improvement Project List from Greg Wingo**
- **Steve Crawford – EDC Mentorship Activity: Proj Coord. to EDC Linkage**
- **Bob Howard – Status of Comp Plan**
- **Steve Crawford – Updating the EDC Information on the Town Website**