



Milton Economic Development Committee  
Meeting Minutes – 7-16-2015  
WBOC Conference Room - 5:30 PM  
1 The Square, Milton

1. The meeting came to order at 5:30 PM. Steve Crawford chaired the meeting.
2. The following people were in attendance:

Committee Members:

- Mike Clark
- Michela Coffaro
- Steve Crawford
- Jim Crellin
- Alex Donnan
- Norma Kraus
- Ted Kanakos – Council Liaison

3. The agenda was agreed to as published with the exception of moving Item 6.3 first under Old Business.
4. The minutes of the 6/11/15 meeting were presented and approved with the following change. Steve Crawford stated that the minutes include a statement in Item 8.2 that the Town has no jurisdiction over the sidewalks. This statement is incorrect and noted in the meeting minutes.
5. Announcements - No announcements

**6. Old Business Item:**

**6.3 Status Sustainability Subcommittee (moved to front of agenda)** – Michela Coffaro reported that the committee has developed some initial planning documents that outline and identify potential activities to be considered and presented to the town and community that support sustainability. She asked that Steve Crawford contact John King who can assist with the distribution of these documents to the EDC members. Michela would like to present the initial plan to the Council and Mayor during the August Council meeting as part of the EDC Monthly Report. Steve said he will make a note on the Monthly Report about this presentation. Michela also passed out a short form that has a United Nations definition of sustainability that this subcommittee will work from. “Sustainability is satisfying current needs without sacrificing future well-being through the balance pursuit of ecological health and economic welfare.”

She read to the attendees an initial plan that the committee has developed that identifies potential participants (Milton residents businesses and Town), roles of participants to research, gather data and make recommendations for specific efforts within the town with a major focus to be on education regarding the benefits of sustainability. Part of this plan is to create tools to gather data and then to perform an initial assessment as to the activities required to address issues identified by the gathered data.

Michela also stated that Bob Blayney and Bob Howard are going to investigate what the town has already in place to support sustainability.

Michela is working to ensure that sustainability is included in the revised Comp Plan.

Next sustainability planning meeting is August 5<sup>th</sup>.

**6.1 Milton Calendar/Poster Report:** Steve Crawford read an email from Bob Howard with the following status. “I have sent all four letters and have heard back from the Chamber, Lisa, and the Art League, Bill Patterson, who have expressed interest in meeting with Rich. With Allison leaving the Historical Society Rich can play it by ear and he will probably have to initiate contact with the Library Board.”

**6.2 Discussion on a draft budget request for the FY 2016 budget** – Councilman Kanakos stated that discussions on the Town budget is going to start on Monday, July 20<sup>th</sup> and that if we have any requests we need to get them in to the Town ASAP. Knowing that Bob Howard has submitted an EDC budget recommendation, there was no further discussion.

**6.4 Status of Possible Merchant Appreciation Event** – There was no update on this item but Norma Kraus and Jim Crellin will be discussing possible ideas about an event.

**6.5 Status Signage Project** – Alex Donnan reported that he got approval from Preswick Properties for the Route 1 Welcome Sign just north of the Route 5 turn. He is working with DELDOT for installation. He reported that he is waiting on additional costs estimates for Governor’s Walk sign.

**6.6 Status of EDC Advisor for New Small Business** – Steve Crawford read the following email.

Mrs. Rogers  
Mr. Collier,

Much to my chagrin, I just realized that I was supposed to send to you several weeks ago the attached revised document for your review and the scheduling of a possible final discussion meeting.

I believe next steps would be:

1. Agreement that the document meets your expectations and the process described can be executed. As previously discussed, this might perhaps require Council and Mayor involvement.
2. Part of the execution, is a quasi-training session to take place during an EDC meeting to allow an exchange between Mr. Collier and EDC members as to the process to be implemented; including how the EDC will manage a request for an advisor as well as a discussion to make perfectly clear the roles and responsibilities of the advisor.

At your convenience, and I know you are both very busy with the budget and other things, if you could review and provide feedback as to when we can proceed with next steps, I'd appreciate it.

**6.7 Status on Updating the “Welcome to Historic Milton” Brochure** – Steve Crawford stated that at the last Council Meeting the Mayor suggested that the need for an updated brochure might be unnecessary due to the fact that the Chamber of Commerce already has a town brochure. After discussions about this that included a cost estimate (approximately \$1,600 for 1,000 brochures) received from Linda Newton who had previous working knowledge of this effort, it was decided that there would not be a need for another town brochure but that perhaps the town could support the Chamber's effort in updating their brochure. Councilman Kanakos was supportive of this approach. Therefore, the thought about including money in the EDC budget for this effort is no longer an issue. Mike Clark who is the President of the Chamber will discuss with the Chamber Board for further consideration to seek support from the town for their effort.

## **7. New Business:**

**7.1 Status of Bargains on the Broadkill Cape Gazette Ad** – Steve Crawford presented the ad produced by Linda Newton which was received well by the attendees. Steve will contact the Chamber as they are sponsoring the event to get their input as to scheduling the ad in the Cape Gazette.

The next meeting is scheduled for **Thursday, August 13th at 5:30** in the WBOC Conference Room.

Adjournment – The meeting was adjourned at approximately 6:25 PM

Respectfully submitted,

Steve Crawford

Attachment: Action Items from 7-16-15 Meeting

- **Bob Howard - Status of Calendar/Poster Idea**
- **Bob Howard – 2016 EDC Budget**
- **Michela Coffaro – Status Sustainability Subcommittee**
- **Alex Donnan – Current activities and status of Signage Project**
- **Jim Crellin, Norma Kraus, Bob Howard – Status of Merchant Appreciation Event**
- **Steve Crawford – Status of EDC Advisory Proposal**
- **Steve Crawford – Chamber Brochure Support**