



Milton Economic Development Committee
Meeting Minutes – 12-10-2015
WBOC Conference Room - 5:30 PM
1 The Square, Milton

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

Committee Members:

- Mike Clark
- Michela Coffaro
- Steve Crawford
- Jim Crellin
- Alex Donnan
- Bob Howard
- Council Liaison – Councilman Kanakos

3. The agenda was agreed to as published.
4. The minutes of the 11/12/15 meeting were presented and approved.

5. Announcements -

Mike Clark reminded everyone of the December 12th festivities; house tour and holly festival.

Although announced later in the meeting, Jim Crellin told the members that Maddy Lauria was still on track to write a piece in the Cape Gazette about the resurgences of Milton.

6. Old Business Items:

6.1 Status Sustainability Subcommittee – Michela Coffaro and Bob Howard reported that a scheduled subcommittee meeting did not take place due to the agenda not being posted in time. As a result, the subcommittee meeting will take place on December 14 in the WBOC conference room at 5:30. To be discussed is the method and content of presentation material to Council for their review and approval. The EDC members voted to approve the subcommittee's results of this meeting so that this effort can move forward more quickly. The subcommittee will determine how and when to present information (educational information as well as actionable items) to the Council.

6.2 Discussion of Expanding the Role of the EDC Advisor for Small Business and Light Commercial Development – After reviewing with the EDC members the important highlights of

John Collier's participation at the November EDC meeting, Steve Crawford suggested that with John Collier now the Project Coordinator, there is less of a need to this role. Discussion among EDC members resulted in a positive feeling that this should be implemented. And as the role of the EDC member does not imply responsibility for helping the business applicant to establish a business, Michela Coffaro suggested that the title of the role be changed from 'advisor' to 'ambassador'. There was agreement and Steve Crawford will contact John Collier and Kristy Rogers to start the process of working to get this implemented.

6.3 Status Signage Project – Alex Donnan reported that the Governor's Walk sign will be put out for bid next week. This is expected to take 3 to 4 weeks to complete. After this is completed, Alex reported that it will take about a month to construct so that a February or March completion can be expected.

6.4 Update on Response to Council Resolution on EDC Spending – Bob Howard reported that he submitted a letter to Council in response to the Resolution. As Bob was not able to attend the Council meeting, Councilman Ted Kanakos reported that the letter was accepted by Council in response to the Resolution. Therefore, the method of asking for approval for EDC expenditures will follow the previously approved methodology.

6.5 Presentation of Proposed 2016 EDC Monthly Meeting Dates – Steve Crawford presented the list of dates of the 2016 EDC meetings. He will ask that they be posted on the Town's website.

7. New Business:

7.1 – Discussion of Expanded Role for the EDC Relative to Future Development in Milton – Bob Howard led a discussion on what activities the EDC could undertake to help the Town attract new businesses. He presented an idea to create a list of commercial properties that identifies attributes that potential businesses and real estate agents would find helpful when looking for business location. Steve Crawford presented a list of attributes that might be included in this list. After some discussion, it was agreed that this was something the EDC should do. Steve Crawford will contact John Collier to get this effort started.

Jim Crellin suggested the EDC develop an Economic Plan for the Town that includes input from the Comprehensive Plan being developed by Planning and Zoning. In addition, Jim suggested that the State Economic Development Committee be contacted for input as to what businesses would be appropriate (high chance of success) for Milton. Bob suggested we invite the County Economic Development people to help put a plan together. Bob Howard asked Jim to write a brief proposal for EDC member consideration and in support of inviting a County representative to an EDC meeting.

Bob Howard is going to reach out to the Director of the Sussex County Economic Development Office for guidance.

Councilman Kanakos suggested that the EDC host a roundtable forum with the major businesses in Town to identify what they see as economic opportunities and what they see as hindering economic opportunities.

7.2 Discussion of EDC Role in Promoting a Municipal Boat Dock for Milton with a View of Attracting the Use by the Water Taxi – Bob Howard presented his thoughts about what the EDC might do to support this effort. The EDC members agreed that this was something else that the

Committee could pursue. There was some discussion as to what approvals the EDC would need from the Council before any work could be started on this. As a result of this discussion, the Bob Howard will write a letter for Council directing the EDC to investigate this effort.

The next meeting is scheduled for **Thursday, January 4th at 5:30** in the WBOC Conference Room.

Adjournment – The meeting was adjourned at approximately 7:05 PM

Respectfully submitted,

Steve Crawford

Attachment: Action Items from 11-12-15 Meeting

- **Michela Coffaro/Bob Howard – Sustainability Subcommittee Council Presentation**
- **Alex Donnan – Status of Signage Project**
- **Steve Crawford – Contact John Collier to discuss creation of commercial property inventory list**
- **Bob Howard – Letter to Council re: approval to investigate feasibility of a boat dock for Water Taxi service**
- **Jim Crellin – Write a brief proposal defining a proposed economic plan**
- **Steve Crawford – Start Discussion with Mr. Collier and Mrs. Rogers about Implementing EDC Ambassador Role**