

ECONOMIC DEVELOPMENT COMMISSION
MINUTES of the Meeting of August 28, 2019

Present

Commissioners: Michael Crowley, Chairman; Ani Chaghatzbanian; Jessica Stram; Albert Franke

Advisors

Julie Nash; Paige Miglio; Pam Staneski

Absent

Greg Harla; Michael Lynch; John DePalma

I. CALL TO ORDER

Chairman Crowley called the meeting to order at 12:12 pm.

II. APPROVAL OF THE MINUTES OF THE JUNE 26, 2019 MEETING

Ms Miglio requested a correction to June minutes; Rambling Inn donates 15% of proceeds. Ms Stram and Mr. Franke made and seconded a motion to correct the minutes.

Unanimously approved.

Mr. Franke and Chairman Crowley made and seconded a motion to approve the corrected minutes of June 26, 2019 meeting. Unanimously approved.

III. CHAIRMAN'S REPORT/INTRODUCTORY COMMENTS

Chairman Crowley discussed recent meeting with Ms Staneski regarding upcoming EDC speaker series; they are putting together a list of topics and will distribute list next meeting. He presented Milford economic development organizational chart and noted EDC's role as representatives for City, to support businesses in Milford and act as liaison with other Milford organizations: Chamber, DMBA, MPI, etc.

BEST PRACTICES IN ECONOMIC DEVELOPMENT

Chairman Crowley distributed a strategic plan for 2020 to identify EDC mission then set priorities, objectives and roles of each Commissioner. Director Nash discussed the need to establish EDC mission and best practices; she talked about her position as Director of Economic and Community Development, meeting regularly with businesses and serving as advisor to EDC; discussion ensued on scope of EDC. Mr. Franke asked to add language to mission statement regarding EDC support for businesses and provide assistance to Director Nash. Director Nash suggested Commissioners present at today's meeting vote with intention to clarify details in the future.

Chairman Crowley made a motion to accept Mr. Franke's changes. Ms Stram seconded the motion. Unanimously approved.

Chairman Crowley presented the mission statement as follows:

It is the mission of the Economic Development Commission to assist the city's Director of Economic and Community Development with the communication and collaboration with businesses, community organizations and City departments to improve workforce development, quality of life, and community with the goal of attracting and retaining people and business through sustainable means.

Ms Stram and Mr. Franke made and seconded a motion to accept the EDC mission statement as presented by Chairman Crowley. Unanimously approved.

IV. PUBLIC COMMENTS – None

V. CORRESPONDENCE – None

VI. ECONOMIC DEVELOPMENT ACTIVITY

Director Nash reported on new businesses in Milford; discussion on vacancies downtown with potential use as incubators.

VII. STANDING ITEMS/COMMITTEE REPORTS

A. DOWNTOWN UPDATE – None

B. CHAMBER

Ms Staneski noted the Chamber is in the process of developing membership benefits while also finding a way to serve the community. She talked about sending out letters to new and established businesses as a soft introduction; discussion ensued to bringing together all business organizations in Milford. Ms Miglio suggested inviting business districts, schools and library to quarterly roundtable meeting. Director Nash offered to come to the Chamber for office hours to meet with business owners and answer questions.

C. PERMIT & LAND USE – None

D. VISITATION REPORTS

Ms Stram suggested the Commission split off into teams to visit businesses, gather information on their needs or concerns then have a follow up meeting to discuss findings. She commented on her experience using skills and relationship audits; Mr. Franke offered to distribute a form he worked on with another committee.

Ms Miglio talked about the needs of struggling businesses. Ms Staneski spoke about EDC as resource and support and possibility of pairing them with business mentor. Ms Chaghatzbanian asked about SCORE advisors. Ms Staneski said the Chamber worked with them previously to offer seminars. Director Nash commented on popularity of SBA workshops at the library.

E. TOURISM – None

VIII. EDC PROJECT DISCUSSION – None

IX. OLD BUSINESS – None

X. NEW BUSINESS

Economic Development Roundtable, September 25, 2019

The meeting was adjourned at 1:08pm. A motion was unanimously carried to finalize the meeting.

Respectfully submitted,

Dee Diamond
Recorder