



MINUTES
WATERFORD ECONOMIC DEVELOPMENT COMMISSION
March 11, 2026
WATERFORD TOWN HALL
5:00 PM

MEMBERS PRESENT: Chairman Michael Buscetto and James Nicholas (Callin)
MEMBERS ABSENT: Edward Lusher and Kathleen Mullen-Kohl
ALTERNATES PRESENT: Julie Lawrence
ALTERNATES ABSENT: Scott Gladstone
STAFF PRESENT: Mark Wujtewicz, Planning Director
 Katrina Kotfer, Recording Secretary

RECEIVED FOR RECORD
 WATERFORD, CT
 2026 MAR 11 A 11:03
 ATTEST: *[Signature]*
 TOWN CLERK

1. CALL TO ORDER/APPOINTMENT OF ALTERNATES

M. Buscetto called the meeting to order at 5:10 p.m. J. Lawrence was seated for K. Mullen-Kohl.

2. APPROVAL OF THE January 14, 2026 Meeting Minutes

MOTION: Motion made J. Nicholas, seconded by M. Buscetto, to approve the January 14, 2026 minutes.

VOTE: 3-0

3. NEW BUSINESS

Part Time EDC Community Liaison

The Commission reviewed and discussed a draft job description for an EDC Community Liaison position. M. Wujtewicz reviewed the duties and responsibilities. J. Nicholas wanted to make sure there was flexibility in the duties.

MOTION: Motion made by J. Nicholas, seconded by J. Lawrence, to approve duties and responsibilities to be considered when the proposed job description is created.

VOTE: 3-0

Board of Finance Meeting

M. Wujtewicz reported that he had met with the Board of Finance the previous day to review the FY 26-27 Commission budget. He reported an overall favorable review but the Board of Finance Chair requested additional data showing historical development trends before final budget approval.

4. OLD BUSINESS

Vacant Retail Space Inventory

No discussion occurred.

5. ADJOURNMENT

MOTION: Motion made by J. Nicholas, seconded by J. Lawrence, to adjourn the meeting at 5:14 p.m.

VOTE: 3-0

Economic Development Commission..

March 11, 2026

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Respectively submitted,

A handwritten signature in blue ink, appearing to read "Katrina Kotfer". The signature is fluid and cursive, with the first name "Katrina" and last name "Kotfer" clearly distinguishable.

Katrina Kotfer

Recording Secretary