FIFTEEN ROPE FERRY ROAD

Town of Waterford

WATERFORD, CT 06385-2886

MINUTES
WATERFORD ECONOMIC DEVELOPMENT COMMISSION
April 10, 2025
WATERFORD TOWN HALL
5:00 PM

MEMBERS PRESENT:	Guy Russo, Kathleen Mullen-Kohl, James Nicholas
MEMBERS ABSENT:	Michael Buscetto, Edward Lusher
ALTERNATES PRESENT:	Julie Lawrence
ALTERNATES ABSENT:	Scott Gladstone
STAFF PRESENT:	Jonathan E. Mullen, AICP, Planning Director; Mark Wujtewicz, Planner

1. CALL TO ORDER/APPOINTMENT OF ALTERNATES

The meeting was called to order at 5:00. G. Russo, Acting Chair appointed J. Lawrence to sit for M. Buscetto.

2. APPROVAL OF MINUTES – March 13, 2025

MOTION: Motion made by K. Mullen-Kohl, seconded by J. Lawrence to approve the minutes of the March 13, 2025 meeting as written

VOTE: 4-0

3. NEW BUSINESS

a) **Discussion of changing EDC meeting date and time**

The Commission discussed the potential changes to future meeting dates and times. Planning Staff will research the room availability. G. Russo suggested that the matter be tabled in order that more members of the Commission be present for further discussion.

MOTION: Motion made by J. Nicholas, seconded by J. Lawrence, to table this item for discussion at the next meeting.

VOTE: 4-0

b.) **Discussion of email addresses for EDC members**

J. Mullen stated that he will reach out to the Towns IT Director and the First Selectman regarding the avenues available to provide Commission members with email addresses for the purpose of representing the Economic Development Commission. He will provide an update to the Commission for the next meeting.

c.) **Discussion of draft Strategic Communication & Outreach Plan**

J. Nicholas reviewed the preliminary draft of a strategic Communication Outreach Plan that he provided to the Commission. One of the purposes of the plan is to provide avenues of communication between business owners and the Commission.

4. OLD BUSINESS

a) **Preparation for May 8th Open House**

J. Mullen suggested that the event be postponed until such time that the Commission establishes the infrastructure for outreach and communication discussed earlier.

MOTION: Motion made by J. Lawrence, seconded by K. Mullen-Kohl, to postpone the event until a later date.

VOTE: 4-0

b) **Discussion of potential Consultant Position**

J. Mullen didn't have an update for the Commission He will continue to pursue this item. J. Nicholas inquired as to the process for funding. J. Mullen explained the funding and budget process.

MOTION: Motion made by J. Lawrence, seconded by K. Mullen-Kohl, for J. Nicholas to work with staff to explore options for funding the position.

VOTE: 4-0

c) **Vacant Retail Space Inventory**

Nothing new to report

d) **Business Incubator Space**

Nothing new to report

5. ADJOURNMENT

MOTION: Motion made K. Mullen-Kohl, seconded by J. Lawrence, to adjourn the meeting at 5:40.

VOTE: 4-0

Respectfully Submitted,

Mark Wujtewicz
Planner