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MINUTES
WATERFORD ECONOMIC DEVELOPMENT COMMISSION
March 13, 2025
WATERFORD TOWN HALL
5:00 PM

MEMBERS PRESENT:

MEMBERS ABSENT:

ALTERNATES PRESENT:

ALTERNATES ABSENT:

STAFF PRESENT:

Michael Buscetto (5:15), Guy Russo, James Nicholas
Kathleen Mullen-Kohl, Edward Lusher
Julie Lawrence
Scott Gladstone,
Jonathan E. Mullen, AICP, Planning Director; Mark Wujtewicz,
Planner; Dawn Choisy, Recording Secretary

1. CALL TO ORDER/APPOINTMENT OF ALTERNATES

The meeting was called to order at 5:06. J. Lawrence was appointed to sit for E. Lusher.

2. APPROVAL OF MINUTES – January 9, 2025

MOTION: Motion made by J. Lawrence, seconded by J. Nicholas to approve the minutes of the January 9, 2025 meeting as written

VOTE: 3-0

3. NEW BUSINESS

a) Discussion of Potential Consultant Position

J. Mullen reviewed examples of potential duties of a consultant, noting that the Commission would review and finalize requirements for any potential consultant that would be included in an RFP.

Once the Commission finished the discussion regarding the Consultant Position, it opened up discussion on creating a Facebook page for the Commission and establishing email addresses for each of the members.

MOTION: Motion made by M. Buscetto, seconded by J. Lawrence, to direct Staff to develop a social media page for the Commission and e-mail addresses for the Commission members.

VOTE: 4-0

The Commission inquired as to the status of the gateway signage project. J. Mullen stated that the project is on hold for the time being. M. Buscetto requested that Staff pursue pricing options for the signage based upon the concept design that was last reviewed by the Commission

MOTION: Motion made M. Buscetto, seconded by G. Russo, to direct Staff to price out gateway signage.

VOTE: 4-0

b) Vacant Retail Space Inventory

J. Mullen distributed a package of information to the Commission that listed vacant commercial properties/buildings based on his drive by inspections. He stated that something similar can be created utilizing the Commission member's knowledge any potential vacant commercial or industrial space.

c) Business Incubator Space

G. Russo introduced the possibility the possibility of using Cohanzie School as a business incubator space. He recognized the challenges the building had with occupancy. J. Mullen stated he would follow up with the Public Works Director into whether the school can be visited.

4. OLD BUSINESS

- **Upcoming EDC Sponsored Events**

a) Preparation for May 8th Open House

Commission members discussed the open house. The Commission determined that flyers and advertising will be needed and directed staff to assist in generating the flyers for the event.

5. IN-SERIES TRANSFER

From:	10113-52070 – Reimbursable Expenses	\$8.00
To:	10113-52020 – Postage	\$8.00

MOTION: Motion made by G. Russo, seconded by M. Buscetto, to approve the In-Series transfer.

VOTE: 4-0

6. ADJOURNMENT

MOTION: Motion made M. Buscetto, seconded by G. Russo, to adjourn the meeting at 5:57.

VOTE: 4-0