

**WATERFORD ECONOMIC DEVELOPMENT COMMISSION  
NOVEMBER 10, 2016 SPECIAL MEETING  
LOUISE T. APPLEBY CONFERENCE ROOM  
7:30 PM**

**MEMBERS PRESENT:** Chairman - Richard LaCombe, Ivan Kuvalanka, James Reid

**MEMBERS ABSENT:** Sheri Cote, Vacancy

**STAFF PRESENT:** None

1. CALL TO ORDER/APPOINTMENT OF ALTERNATES

A quorum was established and R. LaCombe called the meeting to order at 7:35PM.

2. APPROVAL OF MINUTES - September 8, 2016

**MOTION:** Motion made by J. Reid, seconded by I. Kuvalanka to approve the minutes of the September 8, 2016 meeting.

**VOTE:** 3-0

3. COMMISSION PROJECTS AND INITIATIVES:

Economic Development and Policy Advancements:

- Mago Point, Downtown Destination & Jordan Village Study

No new discussion

- Development of Commercial Properties Database with GIS Interface

The Commission is continuing to develop and expand a commercial property database to identify all vacant properties relative to the commercial and industrial zoning districts on the town's GIS system. The standalone website that initially hosted the database was deactivated to now advertise or possibly host the database on the town EDC web site which has a link to the town GIS system. Once the town GIS system is upgraded with MUNICIPALITY software, it will have the capability to provide or provide links to other data sources that will include

a full descriptions of a property including vacancy status and contacts, land and/or building size and description, zoning status, property access and location to town and main roads, infrastructure description including accessibility to water, sewage and gas lines, and electricity and property photos.

- Development of Web-Site to Host WEDC and the Commercial Property Database.

The Commission has been updating the town EDC web page and is developing and maintaining an EDC face book page with several new functions including newly developed promotional material, a promotional video of the town, and eventually a link to the property database.

- Discussion and status update on new and active WEDC projects.

There was no new progress on the creation of a listing of vacant commercial/ business sites that would be included in the EDC property database. The goal will be to work with the owners and brokers to fill vacant business sites.

- Waterford Oldest Business

R LaCombe provided a listing of the older town business previously used by the commission to select a candidate for the Annual Waterford Oldest Business Award. The list will be used along with other identified businesses to name a candidate for the 2017 Waterford's Oldest Business honoree at the next meeting.

#### Infrastructure

- Discussion on infrastructure needs and development to support future economic and business development  
No new discussion

#### Business / Government Relations, Operations and Personnel

- WEDC Membership  
R LaCombe presented a draft of a newspaper ad for new members to be placed in the New London Day newspaper. The draft ad was approved with changes.
- Part time Economic Development Coordinator/Consultant  
The Commission continued discussion on the need for a part-time EDC coordinator to assist in the town economic growth and development efforts. The potential to seek grant funding to hire a consultant was discussed.
- Town EDC Promotional Package Including Waterford Promotional Digital Video  
The Commission has added promotional material and the Waterford promotion digital video to the town EDC web page and the Waterford EDC face book page. Commission discussed the need to find a contractor to load the Waterford promotion digital video onto the USB swing drives previously purchased for distribution at meetings and conferences.
- Discussion on EDC Meetings  
The Commission set the Economic Development Meeting schedule for 2017 to be the second Thursday of the month unless otherwise indicated. All regular meetings will begin at 5:00 PM at the Waterford Town Hall, Louise Appleby Meeting Room.
- Review of WEDC organization, goals and objectives  
An outline for an EDC Master Plan has been prepared for discussion in setting forward the short and long term goals and objectives of the Commission. It was noted that the master plan does not reflect the makeup of the commission today, nor the funding methods to manage and implement an aggressive involvement in the business community. A plan will also need to include structural economic development factors such as: infrastructure development, and commercial and industrial property zoning, marketing and development that will spearhead future economic, growth and prosperity of the town.  
The master plan does recognize the need to establish a Town EDC Coordinator position.

#### Resource Organization Affiliations

- Waterford Division CoC of Eastern Ct – No Discussion
- CEDAS, CERC and seCTer Membership - No Discussion

4. TOWN DEVELOPMENT PROJECT AND PERMITTING STATUS = No Discussion
5. PAYMENT OF BILLS - None
6. CORRESPONDENCE - None
7. OTHER BUSINESS - None
8. ADJOURNMENT

**MOTION:** Motion by I. Kuvalanka, seconded by J. Reid to adjourn at 9:10PM.

**VOTE** 3 - 0

Respectfully Submitted,

Richard LaCombe  
Chairman