WATERFORD ECONOMIC DEVELOPMENT COMMISSION
October 17, 2019
Louise Appleby Room
5:00 PM

MEMBERS PRESENT: Chairman - Kevin Marcks, Richard LaCombe, Ivan Kuvalanka
MEMBERS ABSENT: Stephanie Hughes, Edward Lusher
ALTERNATES PRESENT: Eric Palmer
STAFF PRESENT: Abby Piersall, AICP, Planning Director, Mark Wujtewicz, Planner
ALSO PRESENT: Jim Reid

1. CALL TO ORDER/APPOINTMENT OF ALTERNATES
   A quorum was established. Chairman K. Marcks called the meeting to order at 5:10PM and appointed E. Palmer to sit for E. Lusher.

2. APPROVAL OF MINUTES - September 12, 2019 Meeting
   MOTION: Motion made by K. Marcks, seconded by I. Kuvalanka to approve the minutes of the August 8, 2019 Meeting.

   VOTE: 2-0-2

3. COMMISSION PROJECTS AND INITIATIVES:
   Active Economic Development and Policy Advancements:
     - Updated email addresses for database
       Nothing new to report.

     - Kevin & Ed meetings with SeCTer – update team.
       There was no SeCTer meeting this month. Nothing new to report. The next meeting is scheduled for Nov. 12. K. Marcks suggested that members attend

       K. Marcks reminded the Commission that he plans on attending the Developers Symposium scheduled for October 31. He will update the Commission at the next EDC Meeting.

       Overall he felt that the meeting at SeCTer was a very positive one.

   Finalized letter emailed to COC members through Tony Sheridan.

   K. Marcks informed the Commission that the letters were sent out. There have not been any responses as of yet.

Business/Government Relations, Operations and Personnel

   - WEDC Membership
     A. Piersall informed the members that the business cards will be provided through in house printing. There will be approximately 100 cards for each member. The cards will be standard Town of Waterford template including phone and the EDC email address.

   - Determine new direction based on SeCTer meeting
     K. Marcks reminded members of the Commission to consider joining the POCO Ad Hoc committee in order to assist in the development of the Economic Development portion of POCO. Establishing goals and being sure that the Economic interests of the Town are addressed in the update of the POCO.
Discussion on development of a WEDC strategic plan for supporting existing businesses, recruiting new business and economic development

K. Marcks provided a copy of a mission statement for the Economic Development Commission as well as a Vision of Roles for the members. R. LaCombe will review the Mission Statement and report back to the Commission on any potential modifications for discussion at the next meeting.

K. Marcks explained to the Commission the purpose and implementation of the Strategic Plan. The members discussed the Mission statement and roles as presented and will continue to discuss for the next meeting.

A. Piersall described for the members the purpose of the POCD and that representation of boards and agencies on the Committee drafting the Plan is critical in addressing existing and future needs of the Town. She informed the Commission that there will be a joint meeting of land use boards and agencies including the Economic Development Commission sometime in early January.

4. TOWN DEVELOPMENT PROJECT AND PERMITTING STATUS
   M. Wujtewicz reviewed ongoing development projects with the Commission.

5. PAYMENT OF BILLS – None

6. CORRESPONDENCE – None

7. OTHER BUSINESS – K. Marcks and A. Piersall will meet to work on the Annual Report. The draft will be presented to the Commission at its next meeting for discussion.

8. ADJOURNMENT

   MOTION: Motion by I. Kuvalanka, seconded by E. Palmer to adjourn at 5:40 PM.

   VOTE 4-0

Respectfully Submitted,

Mark Wujtewicz
Planner