WATERFORD ECONOMIC DEVELOPMENT COMMISSION
September 12, 2019
Louise Appleby Room
5:00 PM

MEMBERS PRESENT: Chairman -Kevin Marcks, Stephanie Hughes, Ivan Kuvalanka; Edward Lusher
MEMBERS ABSENT: Richard LaCombe
ALTERNATES PRESENT: Eric Palmer
STAFF PRESENT: 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 5:10 PM.

2. APPROVAL OF MINUTES - August 8, 2019 Meeting
   MOTION: Motion made by E. Lusher, seconded by I. Kuvalanka to approve the minutes of the August 8, 2019 Meeting.
   VOTE: 4-0

3. COMMISSION PROJECTS AND INITIATIVES:
   Active Economic Development and Policy Advancements:
   - Updated email addresses for database
     Nothing new to report.
   - Kevin & Ed attended meeting with SeCTer – update team.
     K. Marcks reported to the members of the Commission that he and E. Lusher attended the SeCTer meeting representing Waterford and the Economic Development Commission. Her stated that the Director of SeCTer informed them that her experience with potential developers and her own experience with the Town is that Waterford has a streamlined process and friendly environment for business development.
     K. Marcks stated that he will remind members of the Commission of upcoming meetings and events that are held at or sponsored by SeCTer.
     K. Marcks will attend the Oct 31 Developers Symposium held at Mohegan Sun.
     Overall he felt that the meeting at SeCTer was a very positive one.
   
   Finalized letter emailed to COC members through Tony Sheridan.
   K. Marcks provided the members with a copy of the finalized letter that was sent to Waterford Businesses. He also provided a copy of the Welcome to Waterford letter introducing the Commission to new business.

Business/Government Relations, Operations and Personnel
   - WEDC Membership
     Nothing new to report.
   
   - Determine new direction based on SeCTer meeting
     K. Marcks requested that members of the Commission consider joining the POCD Ad Hoc committee to be established once the update for the Plan of Conservation and Development starts. M. Wujtewicz gave a brief overview of the purpose for the POCD.
- 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. The members discussed the Mission statement and roles as presented and will continue to discuss for the next meeting.

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 – E. Lusher stated that providing business cards to the members of the commission should be considered in that the members are having more contact with business owners and representatives. The business cards would help to identify the member to the person they are meeting with. It was the consensus of the Commission to have M. Wujtewicz look into providing the members with business cards.

8. ADJOURNMENT

   MOTION: Motion by E. Lusher, seconded by I. Kuvalanka to adjourn at 6:15 PM.

   VOTE 4-0

Respectfully Submitted,

Mark Wujtewicz
Planner