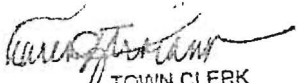


Stafford Economic Development Commission  
Regular Meeting  
Veterans Room, Town Hall  
January 3, 2017, 6:30 PM

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TOWN CLERK

1. Call meeting to order and establish a quorum.  
A quorum was established and the meeting was called to order at 6:42pm by Chairman Andra Smith. Present were members Bruce Cartier, Stephen Squire, Michael Pifer, Shane Reichle and Andra Smith. Members Peter Kovaleski and Dan Burnett-Pollock were absent. There were no members of the public in attendance.
2. Review minutes from meetings of 12/6/16.  
By motion of Mr. Cartier, seconded by Mr. Pifer, the Commission unanimously approved the meeting minutes from 12/6/16.
3. Discuss progress with business questionnaire.
  - a) The Commission will review further and propose "longer term" solutions at the next regular meeting – this is ongoing and needs to be kept on the agenda for next meeting, so the members can look at the survey results again and propose some ideas.
  - b) Go over implementation of "quick win" ideas.
    1. Better EDC communications – possibly do a quarterly EDC newsletter (rotating each member) to write an article feature town businesses and activities to do in Stafford. Put it on the website, release through the town email alerts, see if Local Magazine or North Central News will run the little article. Mr. Burnett-Pollock was going to ask his contacts at Local and North Central to learn if that is something they would do. Since he wasn't at the meeting, this is tabled to next meeting.
    2. Address blight – Mrs. Smith reported that David Palmberg, the Zoning Enforcement Officer and Land Use Technician is the correct person to report blight. We can just send him an email with the address if there are members of the public or commission that want to report blight.
    3. Stafford Garden Committee – Mr. Squire will follow up again and ask this volunteer group (specifically, one member, Charlie) if there is anything the EDC can do to support them to keep the downtown area looking wonderful, since the appearance of the downtown area was "very important" to the majority of survey-takers.
  - c) Mr. Cartier took the paper surveys, login credentials and will start adding the full business answers into Survey Monkey.
4. Tax Incentive Ordinance Adoption – Mr. Squire is nearly done and he'll have a draft at the next meeting; he will try to circulate it via email to the members in advance of the next meeting.
5. Update from the Stafford Arts Society about the calendar of events. – Mr. Squire has to wait until the SAS has a meeting before he can go over this with them.

6. Go over any findings from Mr. Burnett-Pollock and Mr. Squire regarding whether any videographers are interested in doing a video and what the cost would be. – This is tabled until next meeting since Mr. Burnett-Pollock was not at the meeting and Mr. Squire hadn't seen his contact.
7. Go over whether the Downtown Business Association is meeting and if they have any needs the EDC can assist with. – This is tabled until Mr. Burnett-Pollock is available.
8. New Matters.  
Mr. Reichle brought up that the Regional Economic Development Commission had provided information to the EDC a couple years ago about building 5 and 10 year town plans. Per Mr. Reichle, having such plans would be a first step in being eligible for certain grants and is something the EDC should draft. Mr. Reichle will email the commission members before next meeting with the materials he still has and try to find his old contact information since the Regional Commission will likely have template plans and helpful tips on starting this process.
9. Adjournment.  
Upon motion of Mr. Cartier and seconded by Mr. Reichle, the Commission unanimously agreed to adjourn. Motion carried and the meeting adjourned at 7:33pm.

Respectfully submitted,

*A. Smith*