

Town of Stafford  
Economic Development Commission – Special Meeting  
Warren Memorial Town Hall  
Conference Room  
**Thursday December 05, 2019**  
6:30 P.M.

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*2 pages*  
*Sal Titus*  
TOWN CLERK

**Members Present:** Ilene Whitmarsh, Richard Shuck, John Wittenzellner, Sal Titus, Michael Delano, Christopher Joseph

**Members Absent:** Marion Rios

**Also Present:** Mary Mitta, John Locke, Amber Wakley

**Index:**

- I. Call the meeting to order/Pledge of Allegiance
- II. Approve minutes of October 29, 2019
- III. Old Business:
  - A. Town marketing package and website
  - B. Stafford Brownfields Initiative
  - C. Consider reducing the total number of members of the EDC from nine to five
  - D. Business Meet & Greet
    - VOTE: Ilene Whitmarsh made a motion to pay \$250.00 to rent the Italian Benefit Society Hall Thursday, February 20, 2020 for the Business Meet and Greet, Seconded by John Wittenzellner. Motion passed unanimously.
  - E. Job Fair
  - F. Tax incentive Ordinance Adoption
- IV. New Business:
  - A. None
- V. Adjournment

**Minutes:**

- I. Meeting called to order by Chairman Sal Titus at 6:45 pm, a quorum was established. Commission members stood for the Pledge of Allegiance.
- II. Approve minutes of October, 29, 2019 meeting, Ilene Whitmarsh made a motion to approve the minutes as presented, Seconded by Richard Shuck. Motion passed unanimously.
- III. Old Business:
  - A. **Town marketing package and website**
    - Amber to work on creating the new logo.
  - B. **Stafford Brownfields Initiative**
    - The Town of Stafford was recently awarded \$300,000 brownfields grant from the U.S. Environment Protection Agency to be used for assessment and remediation of several potentially contaminated properties. The grant will be used to develop an inventory of potential brownfield sites, conduct Phase I environmental assessments, Phase II assessments as needed and create remediation plans.
    - Stafford Brownfield Advisory Board
      - Establishment/Mission Statement – To encourage participation in identifying and assessing potentially contaminated properties within the Town of Stafford with greatest potential for revitalization and redevelopment.

Respectfully Submitted,

Sal Titus, Chairman, Acting Recording Secretary

- Membership, Appointments and Vacancies; Terms – The Stafford Brown Advisory Board will consist of seven (7) electors, for three (3) year terms, terms to expire on November 19, 2022, A board member may be reappointed for one of more successive three-year term(s).
- The brownfields grant was included on the agenda, prompting Deb Denfield’s attendance – Fuss & O’Neill did not receive a personal invitation nor did they did not serve as a guest speaker – they were present as an audience member only. Deb asked what potential properties were written into the grant, I shared those included within the narrative and posted with RFP at [http://staffordct.org/news\\_detail.php?id=1387](http://staffordct.org/news_detail.php?id=1387). Discussion of the advisory board and RFP was to share the scope of upcoming responsibilities, for all in attendance.
- The town of Stafford received eight responses.

**C. Consider reducing the total number of members of the EDC from nine to five**

- Request the Chairman to follow up on a previously approved motion to contact the First Selectman regarding members who have not attended any meetings and consider reducing the total number of members of the EDC from nine to five so that it would be easier to establish a quorum.
- The commission to work on recruiting members to help ensure successful future events.

**D. Business Meet & Greet**

- Need to find business sponsor to help cover costs.
- Agenda Items so far:
  - Road Projects Updates
  - EDC Website Walk thru
  - Job Fair
  - Feedback via survey during the event
  - Eversource
  - Amber Wakley to follow-up on workshop events
- Ilene Whitmarsh made a motion to pay \$250.00 to rent the Italian Benefit Society Hall Thursday, February 20, 2020 for the Business Meet and Greet, Seconded by John Wittenzellner. Motion passed unanimously.

**E. Job Fair**

- Tentatively scheduled for Thursday, May 28, 2020, Alternative date Thursday, June 4, 2020.
- Tentative location: Johnson Memorial Hospital Community Room
- Tentative time 2:00 – 6:30 P.M.
- Prior to job fair offer resume writing how to.
- Amber Wakley to complete the application requesting use of Johnson Memorial Hospital’s Community Room.
- Need to discuss which businesses and colleges to invite to this event.
  - Include technical colleges.

**F. Tax incentive Ordinance Adoption**

- The commission briefly discussed incentives. More research and discussion to take place.

IV. **A. New Business: None**

V. Richard Shuck moved to adjourn, the meeting adjourned at 8:35 P.M.

Respectfully Submitted,



Sal Titus, Chairman, Acting Recording Secretary