

Town of Stafford  
Economic Development Commission  
Warren Memorial Town Hall  
Veterans Meeting Room  
Tuesday, February 25, 2020  
7:00 P.M.

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**Members Present:** John Wittenzellner, Janene Berriault, Ilene Whitmarsh, Michael Delano, Sal Titus

**Members Absent:** Richard Shuck, Christopher Joseph

**Also Present:** Amber Wakley

*Michael Delano*  
TOWN CLERK

### Index:

- I. Call the meeting to order/Pledge of Allegiance
- II. Approve minutes of February 4, 2020
- III. Old Business:
  - A. Town marketing package and website
  - B. Stafford Brownfields Initiative
  - C. Business Meet & Greet
  - D. Job Fair
  - E. Tax incentive Ordinance Adoption
  - F. Cumberland Farms Ribbon Cutting Ceremony
  - G. Proposed, Planning & Zoning Regulation Changes
- IV. New Business:
  - A. Packet for new businesses to add to the EDC Website
- V. Adjournment

### Minutes:

- I. Meeting called to order by Chairman Sal Titus at 7:00 pm, a quorum was established. Commission members stood for the Pledge of Allegiance.
- II. Approve minutes of February 4, 2020 meeting, Ilene Whitmarsh made a motion to approve the minutes as presented, Seconded by John Wittenzellner. Motion passed unanimously.
- III. Old Business:
  - A. **Town marketing package and website**
    - Amber to work on creating the new logo.
    - Add Permit process to EDC Website by 3/25/20.
  - 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.
      - Membership, Appointments and Vacancies; Terms – The Stafford Brown Advisory Board will consist of seven (7) members, for three (3) year terms, terms to expire on November 19, 2022,
    - Building inventory for possible eligibility.
    - Contract complete

- March 11, 2020 Advisory Board Meeting. Sarah Destafano Project Manager.

**C. Business Meet & Greet**

- Location: Four Seasons by the Lake (Sun Valley)
  - Date/Time: Wednesday, March 25, 2020 – 5:30 PM – 8:00 PM.
  - Evites to be sent by 2/26/20 and broadcasted via town e-mail system.

**D. 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.
  - Include technical high schools
  - Include town vendors
  - Include military recruiters
  - Include CCM organizations
- 10X10 booth
- Reach out to businesses first then schools
- Post event to Facebook

**E. Tax incentive Ordinance Adoption**

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

**F. Cumberland Farms Ribbon Cutting Ceremony**

- Pending date from Cumberland Farms.

**G. Proposed, Planning & Zoning Regulation Changes**

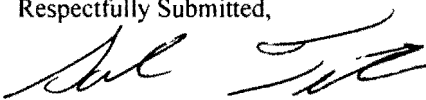
- Ask Dave Perkins to attend the March 31, 2020 meeting to answer additional questions that EDC Members have.

IV. New Business

**A. Packet for new businesses to add to the EDC Website**

- V. John Wittenzellner moved to adjourn the meeting. Seconded by Janene Berriault. Meeting adjourned at 8:40 P.M.

Respectfully Submitted,



Sal Titus, Chairman, Acting Recording Secretary