

Town of Stafford  
Economic Development Commission  
Zoom Meeting  
Tuesday, October 27, 2020  
7:00 P.M.

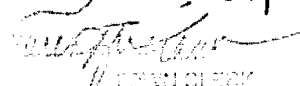
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STAFFORD, CT

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

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

**Also Present:** Amber Wakley

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TOWN OF STAFFORD

**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. Route 319/190 Roundabout Sewer Extension – discussion of project and EDC endorsement letter
  - G. Shop Small/Shop Stafford Holiday Campaign
  - H. Business Recognition Award
- IV. New Business:
  - A. New Aqua Pump building location
- V. Adjournment

**Minutes:**

- I. Meeting called to order by Chairman Sal Titus at 7:00 pm, a quorum was established.
- II. Approve minutes of February 4, 2020 meeting, John Wittenzellner made a motion to approve the minutes as presented, Seconded by Michael Delano. 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.
    - Witt School - Adaptive Re-Use Scenarios was discussed:
      - November 3, 2020, Dave Perkins and Amber Wakley had a virtual meeting with Weston & Sampson Engineers and Gamble Associates to discuss reuse possibilities for the Witt School. The presentation included several mixed-use options, as well as expected opportunities and challenges. Possibilities presented here were derived from community analysis reports, recommendations submitted by various town committees, and consultant expertise.

Respectfully Submitted,

Sal Titus, Chairman, Acting Recording Secretary

Next step is to conduct remote community engagement activities. Currently planning outreach mechanisms, which will likely be in the form of a Zoom webinar. The presentation will be given by David Gamble ([www.gambleassoc.com/about](http://www.gambleassoc.com/about)). Following the presentation, There will be an open community Q&A and reuse survey. These activities to be coupled with traditional outreach, such as print media and program marketing collateral.

**C. Business Meet & Greet**

- Tabled

**D. Job Fair**

- Tabled

**E. Tax incentive Ordinance Adoption**

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

**F. Route 319/190 Roundabout Sewer Extension – discussion of project and EDC endorsement letter.**

- Previously, developer had interest in extending the sewer from 107 West Stafford Road to their subdivision on West Stafford Road. This project is no longer happening. An estimate of \$158,000 was received Spazzarini. If this were to be done after the roundabout is completed, the cost could be two to three times that value and CT-DOT would need to grant permission.
- John Wittenzellner made a motion for the EDC Chair to submit a letter on behalf of the commission in support of the sewer extension. Seconded by Michael Delano. Abstain, Sal Titus since he is also a member of the Board of Finance. Motion passed unanimously.

**G. Shop Small/Shop Stafford Holiday Campaign**

- The 'Shop Stafford' holiday campaign includes:
  - Shop Stafford Holiday Promo Video, Shop Stafford Guide, Social Media Campaign, Design Print & Distribute "Shop Stafford" posters, Press Release Promoting "Shop Stafford" elements.
  - Janene Berriault made a motion for the EDC to pay for the Stafford Merchant Map and Shop Stafford Poster not to exceed \$150. Seconded by Michael Delano. Motion passed unanimously.

**H. Business Recognition Award**

- Tabled

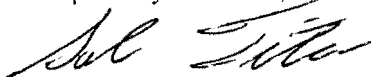
IV. New Business

**A. New Aqua Pump building location.**

- Discussed possibilities for what could be added to the building site. Discussion led by John Wittenzellner.

V. John Wittenzellner moved to adjourn the meeting. Seconded by Janene Berriault. Meeting adjourned at 8:22 P.M.

Respectfully Submitted,



Sal Titus, Chairman, Acting Recording Secretary