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

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

**Also Present:** Amber Wakley



V. TOWN CLERK

**Index:**

- I. Call the meeting to order/Pledge of Allegiance
- II. Approve minutes of October 27, 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. Business Recognition Award
  - G. New Aqua Pump building location
- IV. New Business:
  - A. None
- V. Adjournment

**Minutes:**

- I. Meeting called to order by Chairman Sal Titus at 7:00 pm, a quorum was established.
- II. Approve minutes of October 27, 2020 meeting, John Wittenzellner made a motion to approve the minutes as presented, Seconded by Janene Berriault. 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.

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

Respectfully Submitted,

will be given by David Gamble (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**

- Tabled

**F. Business Recognition Award**

- Tabled

**G. New Aqua Pump building location**

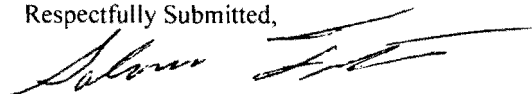
- The commission was joined by the owner of Aqua Pump to discuss possible businesses to add to the new location site. More research on how best to survey people in town to take place.

IV. New Business

**A. None**

- V. John Wittenzellner moved to adjourn the meeting. Seconded by Janene Berriault. Meeting adjourned at 7:20 P.M.

Respectfully Submitted,



Sal Titus, Chairman, Acting Recording Secretary