

**Willington EDC Meeting**  
**Special Meeting Minutes**  
**Tuesday, February 21, 2023**  
**6:30 p.m.**

**1) Call to Order**

In absence of a Chairman, EDC Member Matt Clark called the meeting to order at 6:32 p.m. In attendance were EDC members Matt Clark and Bill Rankin.

**Also Present:**

John Guskowski, EDC Staff

Michael D'Amato, Zoning Agent

**2) Public Participation**

There were no members of the public present.

**3) Minutes of October 20, 2022**

Due to lack of quorum, the minutes of October 20, 2022 were not acted upon.

**4) Commission Business**

a. **2023 Meeting Schedule.**

The Commissioners discussed having as-needed special meetings vs. a fixed schedule of monthly meetings. By consensus of the members present, the Commission would seek to stay with a monthly meeting schedule and agreed that Wednesday evenings were generally good.

b. **2023-2024 Budget.**

Mike D'Amato noted that the budget hearing process had been pushed back by the Board of Finance, but the EDC had submitted a budget with no increases to the current year budget. Matt Clark asked if the Strategic Plan project that was just funded by ARPA got included in the budget, and Mike D'Amato stated that ARPA was a non-budgetary item and ran on a different schedule.

c. **Commission Goals/Initiatives**

Matt Clark noted that he believed the EDC members should be reaching out directly (via phone or in person) to local businesses to engage them in discussion, introduce the EDC, and ask some basic questions about the Town's business friendliness. John Guskowski and Mike D'Amato discussed the prior efforts to compile business contact directories and will share that with the EDC members. John Guskowski further noted that an outreach effort would be a good prelude to the Strategic Plan process and a way to begin to engage businesses in that discussion. Matt Clark stated that reaching out to businesses in March and April would be reasonable to undertake for the EDC members.

d. **Welcome to Willington Signage**

Matt Clark noted that the public survey results indicated that the wood-framed signage design was preferred. Mike D'Amato led a discussion about the procurement and bid process for signage designers and fabricators. The assembled Commissioners agreed that the Town should directly solicit interest and pricing, and that local providers would be contacted first.

e. **Chairman Discussion**

Mike D'Amato reported a conversation with the Town's land use attorney, who confirmed that because EDC is not a regulatory entity, a lack of chairman was not a Freedom of Information concern, as long as other procedures were followed and the EDC was able to reach consensus on issues. Matt Clark stated that he believed the EDC was ok with the interim chair approach, but requested that staff work with the First Selectmen to work on recruitment of new members, both directly and via the Town website.

5) **Reports/Correspondence**

a. **ARPA Update.**

- i. **BRIG** - John Guskowski stated that the Town had completed the process of providing \$240,000 in business and nonprofit organization enhancement grants.
- ii. **Strategic Plan** – John Guskowski reviewed the process of developing a scope for a strategic plan and reviewing it with the ARPA Committee. The original request was up to \$60,000, and the ARPA Committee ultimately authorized for up to \$40,000. The Commissioners discussed the scope for consultants, which included build-out development scenarios and their fiscal implications, as well as discussions with stakeholders on suitable or preferred development locations. Mike D'Amato suggested that some of the background research could be purchased and provided for analysis as a way to reduce consultant costs.

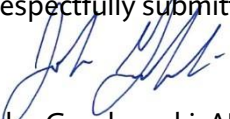
6) **Strategic Development Zone Workshop – to be held with the Planning & Zoning Commission**

Mike D'Amato reviewed the process that was established by the SDZ and how the recent application concerns generated the need for a discussion between EDC and PZC about the appropriate ways to identify, review, regulate, and approve larger or nontraditional developments in Town. This discussion will take place during the Planning & Zoning Commission meeting following the EDC meeting at 7:30pm.

7) **Adjournment**

By consensus, the meeting adjourned at 7:12 p.m.

Respectfully submitted,

  
John Guskowski, AICP  
Consultant to EDC