



Economic Development Commission

SPECIAL MEETING

Wednesday, May 31, 2023 | 6:30p.m.

This Meeting was held at Willington Town Hall, Lower Level.

40 Old Farms Rd and via Zoom

DRAFT MEETING MINUTES

I. Call to Order

Interim Chairman Matt Clark called the meeting to order at 6:36 p.m. In attendance for the meeting were members Bill Rankin and Cheryl Mitchell. Member Samantha Hills joined at 6:54 p.m.

Also in attendance were Economic Development Consultant John Guskowski and Land Use Agent Mike D'Amato.

II. Public Participation

There were no members of the public in attendance.

III. Approval of Minutes

- a. April 26, 2023 – **Motion to approve minutes of April 26 by Cheryl Mitchell, seconded by Bill Rankin. Motion carried unanimously.**

IV. Commission Business

- a. **Strategic Plan: Review of draft RFP**
Matt Clark reviewed the draft RFP as prepared for the Commission. The Commissioners discussed the overall project goals and reviewed timeframes, as well as process for potential interviewing. Language was added to make clear that revenue growth referred to “grand list,” that interviews would likely be conducted with highly qualified respondents, and that the Town wished to know the qualifications of key staff. Mike D'Amato discussed the process of posting the bid on the State portal and soliciting responses. He noted that the cost would be lump-sum, not-to-exceed, and issues like travel expenses would not be covered.

Matt Clark then discussed the letter of invitation to the PZC, BOS, Conservation, and BOF for their participation in the proposal review and interview process. The EDC agreed by consensus that the RFP would be distributed, and the other Commission participation would be solicited during the month when proposals were being submitted. Mike D'Amato will put the letter on letterhead and have it distributed to the other Commissions. The EDC members discussed overall timeframes for the review and the delivery of the project. Samantha Hills noted that spending a bit of additional time doing stakeholder engagement and consensus building would be well spent. She further discussed the key importance of coordination with Planning & Zoning in this effort. Mike D'Amato noted that the next PZC meeting was on Tuesday (June 6) at 7:30 p.m.

b. Signage: Review of Bid Specifications

John Guskowski reviewed the proposed solicitation for the fabrication and installation of gateway signage. The Commission proposed minor changes to the solicitation and discussed installation, insurance, permitting, and timeframes. Mike D'Amato discussed the Town's procurement process. He recommended doing a direct solicitation to several area signage vendors. Bill Rankin agreed with this approach, and Mike D'Amato will provide a list of proposed vendors. **Motion to allow Tyche to identify three potential sign-makers to direct solicit because of time constraints by Samantha Hills, seconded by Matt Clark. Motion carried unanimously.**

c. Business Outreach: Review of Business Lists

Matt Clark distributed a business contact list for outreach by Commissioners and noted that he had selected several for his outreach, and encouraged the other EDC members to identify a few companies for their direct outreach. Bill Rankin noted that he had identified several businesses as well. Matt Clark further discussed a loose script and noted that it could be a more open conversation as needed. The suggested script questions will be distributed. Mike D'Amato will maintain a master list of contacts.

d. Upcoming Meeting Date: 6/21

The Commissioners were generally available for the next meeting date. Mike D'Amato discussed the possibility of a short special meeting to review signage proposals.

V. **Reports/Correspondence**

There was no additional reporting or correspondence. The Commission discussed the EDC page on the Town website and the former Willington Business webpage. This will be

discussed at the next EDC meeting.

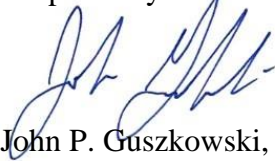
VI. Public Participation

There were no members of the public present.

VII. Adjournment

Motion to adjourn by Cheryl Mitchell, seconded by Bill Rankin. Motion carried unanimously. The meeting adjourned at 7:41 p.m.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "John P. Guskowski".

John P. Guskowski, AICP, CZEO

Economic Development Consultant