

ENFIELD ECONOMIC DEVELOPMENT COMMISSION
Special Meeting Minutes
Thursday, October 20, 2022 – 5:30 PM
Scitico Room, Town Hall

Call to Order

Chairman Turner called the meeting to order at 5:43 PM.

Roll Call

Chairman Turner took the roll and present were Commissioners Gretchen Pfiefer-Hall, Mary Ann Turner, Richard Stroiney, Kelly Davis and Philip Kober. Absent were Commissioners Marilynn Cressotti, John Santanella, Virginia Higley, and Steven Ragnauth.

Also present were Nelson Tereso, Director of Economic & Community Development and Kristine Koistinen, Community Development Specialist.

Approval of Minutes

None

Discussion Items

a. Development of Enfield ARPA Business Assistance Program Scoring Matrix

Commissioner Turner thanked Commissioner Kober for creating a draft rubric for review. The commissioners discussed the option of partial awards being given to applicant. Mr. Tereso opined that businesses should be notified prior to acceptance that a partial award was being offered. It was decided that all scores do not need to be an exact mathematical average based off of the totals scores from each EDC commissioner, but all applications should be reviewed and scored independently prior to final discussion.

Commissioner Gretchen Pfiefer-Hall arrived at 6:00pm.

Commissioner Turner opined that the final scoring sheet and final recommendations should be provided to Town Council. She noted that businesses should not be notified of the final award until Town Council has approved the amount. The commissioners then reviewed the draft rubric in detail. There was discussion relating to building improvements. Commissioner Pfiefer-Hall noted that many properties in Thompsonville need roofs and funds should be allowed for such improvements. Commissioners all agreed that the budget and estimates included with each application need to be evaluated carefully to ensure it is a relevant and reasonable request. Mr. Tereso noted that he has been letting potential applicants know that the funding is competitive, and each application should be as detailed as possible.

The commissioners discussed the best options in relation to the review of outstanding liens and taxes. Ms. Koistinen confirmed that in depth title searches will not be required. The commissioners discussed potential scenarios should an applicant be a tenant and the building's owner were delinquent.

Mr. Tereso reviewed next steps. Commissioner Turner opined that it is best to meet with the Town Manager before the Commission's next meeting. Commissioner Stroiney requested that the scoring rubric be condensed to one page. Ms. Koistinen will provide paper copies of applications should any commissioners prefer that over electronic copies. The review process will begin in mid-December and the commissioners aim to present final recommendations to Town Council late January or early February.

Adjournment

Motion to adjourn made by Commissioner Stroiney; seconded by Commissioner Davis and approved by a vote of 5-0-0.

The meeting was adjourned at 7:14pm.

Respectfully submitted,

Rebecca Jones
Recording Secretary