

SPECIAL MEETING

DRAFT MINUTES

Members Present: S. Ferrigno, J. Richard
Staff Present: C. van Zelm

1. CALL TO ORDER AND ROLL CALL

Jessie Richard called the meeting to order at 9:07 am.

2. OPPORTUNITY FOR PUBLIC COMMENT

There was no public comment

3. DISCUSSION ITEMS

a. Review and Discussion of 2019-2020 Work Plan

The Subcommittee reviewed the draft work plan for the Business Outreach Subcommittee. Steve Ferrigno noted the importance of the business meetings he and other EDC members had previously conducted. He suggested the Subcommittee visit one to two businesses a month. Cynthia van Zelm will provide a list of questions that were used for previous visits. The Subcommittee discussed an initial list of businesses to contact.

The Subcommittee also discussed reaching out to owners or store managers in southern Mansfield to ascertain their needs. Mr. Ferrigno will prepare a draft letter for review by Ms. Richard and Ms. van Zelm.

Ms. van Zelm will check with the Town IT Dept. to see if a global e-mail can be set up for property owners and store managers to use to be in touch with Mr. Ferrigno and Ms. Richard.

Mr. Ferrigno also suggested keeping a list of businesses that have recently opened and closed so business outreach can be conducted. Ms. van Zelm will put together a list. Mr. Ferrigno said some questions will need to be developed for the businesses that have closed.

b. 2019-2020 Meeting schedule

Future meetings were set for the third Thursday of the month at 9 am in January, April, July and October.

4. COMMUNICATIONS

There were no communications.

5. FUTURE MEETINGS

- a. See above under 3.

6. ADJOURNMENT

Ms. Richard made a motion to adjourn at 9:40 am. Mr. Ferrigno seconded the motion. The motion was approved.