

**Business Development Meeting**  
**April 26, 2010**  
**Swift Library**

In Attendance: Joe McGrail  
Joe Seacrist  
Ken Demirs  
Tom Winn, Town Council  
Ed Undercuffler  
David Minnich  
Carl Mancini  
Dom Orsini  
Kace Duplissie, Chairman                      Absent: Paul Rinaldi, Town Council

Joe Seacrist presented detailed flow charts for Industrial, Commercial and Residential building and renovation procedures. Joe McGrail suggested that estimated time frames be included in each step of the process. These documents will be helpful to the applicant and will be given to each applicant when they meet with EDC. Zoning documents can be obtained online and we would like to see more applications put online.

There was discussion about preliminary meetings between any applicant and P&Z prior to any formal meetings. These informal meetings would assist the applicant by knowing before any formal hearings and costly attorney fees just what is expected of the applicant from P&Z and many technical issues may be resolved and less time wasted waiting for each monthly meeting of P&Z.

Fees: All fees should be incurred by the applicant and the town should not have any expenditures not paid for by the applicant i.e. inspections, 3rd party inspections. The exception is EDC prior to any formal application. Fees should not be excessive, but should cover the cost of personnel and documents filed.

EDC: Joe Seacrist needs money for expenses such as travel and entertainment, funds for a revised web site and a revised brochure. Waiting for the telephone to ring is not the best use of his time and not an aggressive stance for business development. Kace Duplissie will ask for funds from the General Fund for that purpose.

Buxton - Medical Research: It was the consensus of opinion that, per usual, we (Watertown) are beyond the curve for this project. Surrounding towns have already done this and are progressing in securing medical businesses in their areas. This money would be more wisely spent giving Joe the necessary funds to solicit good businesses for our town. Kace Duplissie will relay this at the next Town Council Meeting.

Adjourned at 8:30PM