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TEST: *John J. Lawrence*  
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**MINUTES**  
**WATERFORD ECONOMIC DEVELOPMENT COMMISSION**  
**January 14, 2026**  
**WATERFORD TOWN HALL**  
**5:00 PM**

**MEMBERS PRESENT:**

Chairman Michael Buscetto (Call In) and James Nicholas

**MEMBERS ABSENT:**

Edward Lusher and Kathleen Mullen-Kohl

**ALTERNATES PRESENT:**

Julie Lawrence

**ALTERNATES ABSENT:**

Scott Gladstone

**STAFF PRESENT:**

Mark Wujtewicz, Planner, Interim Planning Director

Katrina Kotfer, Recording Secretary

**1. CALL TO ORDER/APPOINTMENT OF ALTERNATES**

J. Nicholas called the meeting to order at 5:10 p.m. J. Lawrence was seated for K. Mullen-Kohl.

**2. APPROVAL OF THE December 17, 2025 Meeting Minutes**

**MOTION:** Motion made J. Nicholas, seconded by M. Buscetto, to approve the December 17, 2025 minutes.

**VOTE:** 3-0

**3. NEW BUSINESS**

**Mall Tenant Relocation Assistance - Update**

M. Wujtewicz reviewed with the Commission joint meeting that he and the First Selectman had with mall tenants, representatives from SECTER and representatives from DECD. He noted that the town was acting as a conduit to assist the tenants with connecting with SECTER and DECD for low interest loans and grants for assistance in relocation to new tenant spaces.

**Part Time EDC Community Liaison**

The Commission reviewed and discussed a draft job description for an EDC Community Liaison position. The members discussed the draft duties and responsibilities that were presented to the Commission through an email from Rob Brule, First Selectman.

J. Nicholas asked to include to the draft Job Description as a responsibility and duty "leading marketing indicatives". The Commission asked M. Wujtewicz to incorporate the language with the added responsibility and duty into a formatted Job Description for review by the Commission at the next meeting.

**4. OLD BUSINESS**

**Vacant Retail Space Inventory**

No discussion occurred.

**5. ADJOURNMENT**

**MOTION:** Motion made by J. Nicholas, seconded by J. Lawrence, to adjourn the meeting at 5:31 p.m.

**VOTE:** 3-0

Respectively submitted,



Katrina Kotfer

Recording Secretary