ENFIELD ECONOMIC DEVELOPMENT COMMISSION
REGULAR MEETING
DRAFT MINUTES
WEDNESDAY APRIL 1, 2026 – 5:30 PM
ENFIELD TOWN HALL – SCITICO ROOM
820 ENFIELD STREET - ENFIELD, CT

A. Call to Order
Chair Turner called the meeting to order at 5:31pm.

B. Roll Call
Present were Mary Ann Turner, Linda DeGray, Jeremy Dugas (arrived at 5:40pm), Virginia Higley, Maya Nicole Matthews (arrived at 6:04pm), Gretchen Pfeifer-Hall, Steven Ragnauth, and Richard Stroiney. Also present was Director of Economic and Community Development; Aaron Marcavitch and Recording Secretary; Rebecca Jones.

C. Approval of Minutes – March 4, 2026
Motion to approve the March 4, 2026 meeting minutes made by Commissioner Stroiney; seconded by Commissioner Higley and approved by a show-of-hands vote of 6-0-0. Commissioners Dugas and Matthews were not present at the time of this vote.

D. Report from Economic & Community Development Office

a. Project Updates

Mr. Marcavitch stated that staff have been working with multiple requests to the "Congressionally Directed Spending" programs for a variety of planning projects, including sewer work, public safety complex, streetscaping and the Connecticut River pier. Staff visited Phoenix Manufacturing on March 25, 2026, and had successful discussions about their future in Enfield.

b. Grants/RFPs

The RFP for Real Estate Services has been extended to April 16, 2026, at 11:00am.

c. New Business & Developments

America 250 events are in full swing, including the kickoff on April 9, 2026, for the Abbey Monument restoration. There will be a rededication of the Edwards Monument on April 25, 2026, and a veterans' banner dedication on May 19, 2026. Staff met with representatives from the railroad station project to ensure cooperation, particularly with the North River Street project. There is discussion that a bakery and new restaurant will be coming to Enfield. The Commission discussed the mall property and the status of the sale of the property.

E. Liaison Reports

a. Town Council

Commissioner Matthews had no report.

b. Planning & Zoning

Commissioner DeGray shared an update related to the redevelopment of the MassMutual property. Commissioner Turner recommended that the Commissioners watch the recent ZBA meeting related to the Oliver Road property.

c. Conservation Commission/Agriculture Commission

Commissioners Pfeifer-Hall and Dugas had no report.

d. TIF Committee

Commissioner Stroiney had no report.

Commissioner Matthews arrived at 6:04pm

F. New Business

None.

G. Old Business

a. Bylaw Revisions/Ordinance Revisions (pending clarification)

Mr. Marcavitch reviewed an email from the Town Attorney, in which he stated that the bylaws must match the ordinance, which shall consist of thirteen commissioners, nine appointed by the Town Manager and four ex-officio members. It will remain this way until the Town Council approves a change to the ordinance. Further, the Commission may amend the bylaws to establish the requirements for a quorum. The Commissioners agreed to set the quorum at five members.

Motion to update Section 3.2 of the bylaws to read as follows: "As set forth in Town Code Section 26-35, the Commission shall consist of thirteen (13) commissioners, nine (9) appointed by the Town Manager and four (4) ex-officio members. All thirteen members will have voting rights" made by Commissioner Stroiney; seconded by Commissioner DeGray and approved unanimously.

Motion to amend Section 3.4 of the Bylaws as follows: "Notwithstanding any provisions in Robert's Rules of Order to the contrary, and unless otherwise required by the Town Code, Town Charter, or applicable Statutes, five (5) Commissioners shall constitute a quorum for the transaction of all business to come before the Commission" made by Commissioner Stroiney; seconded by Commissioner DeGray and approved unanimously.

b. Development of a Restaurant Week

The Commissioners reviewed materials prepared for Enfield Restaurant Week and determined readiness for submission to Council. The group examined the revised press release, noting that references to the Chamber of Commerce had been removed and that the document is intended for the public rather than participating restaurants. Members discussed formatting improvements and emphasized the need for clearer language around eligibility and participation details to minimize confusion.

The participation guidelines were reviewed in detail, with particular attention to eligibility requirements. It was clarified that participation is limited to brick-and-mortar establishments, excluding home-based businesses and food trucks. The exclusion of food trucks was acknowledged as a decision specific to this year, with the possibility of reconsideration in the future. Edits were suggested to improve clarity and tone, including refining language related to compliance and future participation eligibility.

A draft version of the event website was presented, showing how it will be integrated into the Town of Enfield's website with links from both the main page and a dedicated Restaurant Week section. The content will align closely with the press release, and suggestions were made to improve visibility through alerts or featured notices. The site will also provide access to participation guidelines.

The registration process was demonstrated using Microsoft Forms. Attendees reviewed the structure of the form, which includes business information, menu submission, agreement acknowledgment, and a registration fee. Limitations of the platform were discussed, particularly the inability to process payments directly, requiring applicants to complete payment separately and confirm it within the form. It was agreed that electronic signatures would be handled through typed names, and assistance would be available for applicants who encounter difficulties.

The group also discussed the importance of clear communication to reduce inquiries and prevent misunderstandings, particularly regarding eligibility criteria. Final revisions will be made to all materials before submission to Council, and work will continue completing the website and registration system.

Program will run October 4-11, 2026 with registration opening on July 1, 2026 and closing September 10, 2026.

c. Development of a Small Business Passport (business collection)

Mr. Marcavitch provided a review of updated materials, noting that prior references had been removed and documents streamlined. It was agreed that consistent language should be used across the press release, website, and supporting materials, particularly regarding participation requirements. Discussion focused on how to clearly communicate the stamp system, with consensus that participants will receive one stamp per business visit with a purchase, though no minimum purchase amount will be specified to avoid confusion or enforcement challenges.

Concerns were raised about potential misuse of the passport system, including duplication or attempts to collect multiple entries under the same name. It was acknowledged that while safeguards can be considered, the program will rely largely on good faith participation, consistent with similar models already in use. Clarification was also made that participants should "submit completed passports" rather than individual stamps to maintain clarity in instructions.

The group discussed budget considerations, noting uncertainty around potential costs such as promotional efforts or materials. It was agreed that the program should remain cost-effective and largely self-sustaining, with flexibility to adjust spending as needed. Marketing was expected to rely primarily on digital platforms, with optional paid advertising if deemed necessary.

Timing and structure of the program were reviewed, distinguishing between Restaurant Week and the broader passport initiative. Restaurant Week will occur over a shorter, defined period, while the passport program is expected to run over multiple months, beginning in early fall and concluding around the Small Business Saturday timeframe following Thanksgiving.

Additional discussion included logistics for materials distribution, such as passports, stamps, and decals for participating businesses, as well as identifying central locations for coordination and support. It was suggested that contact information be clearly provided for businesses seeking assistance. The meeting concluded with agreement to refine messaging, finalize materials, and continue coordination on logistics and outreach.

H. New Business (if time permits)

a. Annual Report
b. Joint Meeting with Town Council

These items will be reviewed after Town Council has completed budget deliberations.

I. Public Comment

None.

J. Adjournment

Motion to adjourn made by Commissioner Pfeifer-Hall; seconded by Commissioner DeGray and approved by a unanimous show-of-hands vote. The meeting was adjourned at 6:59.

The meeting was adjourned at 6:59pm.

Prepared by: Rebecca Jones