

SPECIAL MEETING DRAFT MINUTES ECONOMIC DEVELOPMENT COMMISSION

July 7, 2026 at 7pm

Members present: T. Bares, L. Turner, C. Fueseenich, R. Betar, M. Murelli, V. Butkus

Members absent: M. Lafferty, T. Roman, A. Glover, Jess MacDonald

1. T. Bares call meeting to order at 7:03pm.
2. Minutes of May 20, 2026 special meeting remain outstanding. Review and approval deferred.
3. Ongoing business:
 - Business database:
 - No recent changes; updates expected from Missy next month
 - Missy working with Evan to address technical considerations for dataset updates
 - Team targets September for completion of database phase
 - Litchfield Day 2027:
 - Cleve Fuessenich, Michele Murelli, and Victoria Butkus (Tara-Marie Bares as honorary member) volunteered to form subcommittee — and ALSO open to outside community members
 - Cleve, Michele, and Victoria volunteered; open to outside/community members
 - Initial responsibilities: event structure, partner groups, logistics, approvals, and budgeting for community-focused event
 - Litchfield guides:
 - Recent batch of 1,500 guides printed; Renee began distribution
 - Google Doc proposed for tracking distribution to businesses
 - Potential addition of “wellness” section in guide
 - Pending: Update online guide; explore process for mail-order guide functionality
 - Info booth and other collateral ideas:
 - Physical maps unavailable due to vendor discontinuation; high visitor demand noted
 - Proposal for Harmony Tanguay to create an illustrated map (potentially inspired by past local or neighboring town models) with QR code
 - Discussed how to best integrate (future) map into guide — preliminarily decided to have the map as both a standalone printed collateral piece (small runs) as well as adding a QR code on the guide to the map (to control print costs)
 - Strong interest in separate digital / interactive map, leveraging business database for real-time listings/filtering (dependent on database readiness and custom web development)
 - Potential use of grant funds for technical development
 - Pending: T. Bares to contact Harmony for quote; further decision on physical vs. digital map format
 - LABA / ribbon-cutting
 - Formalized notification from Town of Litchfield staff for ribbon cuttings to ensure EDC attendance and business introductions
4. New business:
 - Signage
 - Awaiting pricing and proposal options for new signage (materials, sizes, audience: walking vs. driving)
 - Pending: Review signage proposal(s) in next meeting
 - 169 Podcast

- CT Welcome Centers — T. Bares to design single-page design with QR code (tri-fold size) for large-scale distro
 - Michele introduced "Repair Cafe" community project idea for future consideration (after September) as it aligns with EDC community-building goals though would have to be spearheaded by another organization
 - 2027 planning:
 - Litchfield Day
 - Volunteer Fair
 - Litchfield Build & Design Fair
 - Litchfield Exchange
5. Finance
- Seherr-Thoss update
 - Treasurer role
 - Additional grant opportunities:
 - CT Office of the Arts (supporting arts grant)
 1. The program will launch for FY27 this summer with a deadline in August/September
 2. Litchfield Exchange
 3. Arts District: Borough of Litchfield
 - Boardwalk Media retainer
 - T. Bares secured quote for ongoing marketing services; awaiting two more additional proposals via L. Turner and M. Lafferty as best practice
 - T. Bares stated decision needs to be made (i.e., extend Doug's retainer) by July meeting
6. T. Bares adjourns meeting at 8:34pm. M. Murelli seconds. Motion carried.

Next regular meeting is tentatively scheduled for Wednesday, July 29 at 7pm at the Bantam Annex.

January 28, 2026

February 25, 2026

March 25, 2026

April 29, 2026

May 27, 2026

June 24, 2026

July 29, 2026

August 26, 2026

September 30, 2026

October 28, 2026

November 18, 2026

December 9, 2026