



ECONOMIC DEVELOPMENT
66 FRANKLIN STREET
NORWICH, CT 06360
860.887.6964
▶ askncdc.com

**Minutes of the Board of Directors
Special Meeting
Via Zoom
January 7, 2021 at 8:00 am**

MINUTES

1. **Call to Order:** Chairman Robert Buckley called the meeting to order at 8:04 am.

Present: Robert Buckley, Robert Staley, Chris Jewell, Chris LaRose, Frank Manfredi, John Salomone, Kathy LaCombe, Mayor Peter Nystrom, Stacy Gould, Rebecca Alberts, Swarnjit Singh, Michael Rauh, Mark Bettencourt and Jason Jones. **Other Attendees:** Mark Block, Devin Schledit, Mary Riley and Lee Ann D'Ambrosio.

2. Robert Buckley opened the meeting by announcing the death of Jason Vincent, President and Executive Director of NCDC. Mr. Buckley discussed his meeting with the staff to agree on a uniform message from NCDC and Foundry 66 as well handling of the day-to-day office procedures.

3. The board discussed the wording of a press release and extending condolences to Jason's family. Additionally, the board also discussed the current projects Jason was working on and offers of help from the business community.

4. Robert Buckley told the board that Mary Riley was organizing a grief counseling session in the next couple of days. Otis Library had reached out and offered the library as a location for the grief counseling. Mr. Buckley also told the board that he was increasing the hours of the Executive Assistant, Lee Ann D'Ambrosio from 30 hours to 35 hours a week to help with managing the office and major projects that Jason was working on.

5. Robert Buckley asked for volunteers from the board to form a search committee to review resumes and make recommendations of candidates for Jason's position. Jason Jones, John Salomone, Rebecca Alberts, Frank Manfredi, Michael Rauh and Robert Staley volunteered to be on the search committee. The board discussed the option of hiring someone on a temporary basis to serve as an Interim President or Executive Director.

▶ askncdc.com

66 FRANKLIN STREET, NORWICH, CT 06360 ▶ PHONE 860.887.6964

MOTION #1: Rebecca Alberts made a motion to form the search committee to find a new President and Executive Director for NCDC. Michael Rauh seconded the motion. Motion carried unanimously.

6. The board discussed the current projects Jason had been working on. Devin Schledit said he would put together a project priority list for the board. This includes the Marina, the Block Grant project, and the Passport to Norwich project, among others.

7. John Salomone suggested that NCDC send out a letter to know associates and businesses of NCDC and Foundry 66 to let them know about Jason's passing. The board agreed and Robert Buckley asked Lee Ann D'Ambrosio to draft the letter and put together a list of people/businesses that the letter should go to.

8. The board discussed ways to honor Jason Vincent. Members of the community have reached out to members of the board and staff asking what they can do to honor Jason and recognize his many contributions. The board agreed to discuss options at a later date.

MOTION #2: Michael Rauh made a motion to adjourn the meeting at 8:55 am. Frank Manfredi seconded the motion. Motion carried unanimously.

Respectfully submitted:

Lee Ann D'Ambrosio
Executive Assistant
NCDC