

**MEETING MINUTES**  
**ECONOMIC DEVELOPMENT ADVISORY COMMITTEE MEETING**  
**TUESDAY, DECEMBER 7, 2021, 7:00 PM**  
**HERITAGE CONFERENCE ROOM**

Meeting recording can be found at the following link: <https://purcellvilleva.new.swagit.com/videos/150676>

---

**MEMBERS PRESENT:**

Cliff Robinson, Vice Chair  
David Wood, Committee member  
Chris Bertaut, Council liaison  
Margarita Rodriguez, Committee member (arrival 7:08pm)  
Chris Martenis, Committee member  
Stella Hill, Junior member  
Karis Robinson, Junior member

Mayor Kwasi Fraser was present.

**ABSENT:**

Dwayne Gulsby, Committee member  
Warren Grossman, Committee member  
Rynthia Rost, Committee member

**STAFF PRESENT:**

Don Dooley, Director of Planning & Economic Development

**STAFF PARTICIPATING REMOTELY:**

Diana Hays, Executive Assistant/Town Clerk  
Kimberly Bandy, Deputy Town Clerk

**CALL TO ORDER:**

Vice Chair Robinson called the meeting to order at 7:00 PM. The Pledge of Allegiance followed.

**ANNOUNCEMENTS:**

Vice Chair Robinson introduced newly appointed member Chris Martenis. Attendance was discussed and its' importance as being a member of Economic Development Advisory Committee (EDAC) and also to communicate in your absence or using the option GoTo Meeting to participate with the meetings. Communication for this group is delivered by Purcellville email addresses and it was mentioned that there might be a possibility of also receiving notifications by personal email.

**APPROVAL OF MEETING MINUTES:**

David Wood made a motion to approve minutes from the September 7, 2021 meeting and Chris Martenis seconded the motion and they were approved unanimously.

David Wood made motion to approve minutes from the October 5, 2021 meeting and Chris Martenis seconded the motion and they were approved unanimously.

**CITIZEN COMMENTS (first opportunity):**

None

**ACTION ITEM(S):**

**a. Appointment of Chair and Vice Chair for EDAC for 2021-2022**

Vice Chair Robinson discussed the Chair and Vice Chair appointments and he would prefer to not be Chair and would be open to continue as Vice Chair, if EDAC would be in agreement.

Vice Chair Robinson made a motion to nominate and appoint David Wood as Chair and this was approved unanimously.

Chair Wood made a motion to nominate and appoint Cliff Robinson to continue as Vice Chair and this was approved unanimously.

Mayor Fraser commented that Junior members should be able to task a vote. At this time they are non-voting members.

**DISCUSSION ITEM(S):**

**a. Grand Strategy Implementation Plan – Part IV**

Don Dooley gave the report.

**BOARD COMMENTS:**

Mayor Fraser encouraged EDAC to seek solutions to current issues in Town such as:

- a. Finding ways to identify and look for solutions to reduce the number of storefront vacancies in town, particularly along Main Street.
- b. Identify business verticals in town and assign EDAC members to each of these verticals. The EDAC members should develop close relationships with the business owners under each of their respective business verticals (i.e., restaurants, retail, markets etc.) to understand their needs and act as a liaison between them and the Town/EDAC.

- c. EDAC should help identify ARPA funding that could help local businesses and make it known to the Purcellville business community.

Council Member Bertaut commented on how EDAC has traditionally been used as a “sounding board” for Council on economic development ideas and issues confronting the Town.

EDAC believes that while the ideas within the proposed Grand Strategy Implementation Plan have merit, there are more compelling issues that should be addressed by EDAC in the immediate future.

Don Dooley, Director of Planning and Economic Development, suggested inviting Hooper McCann, Director of Administration, to an upcoming EDAC meeting because of her lead position with working on ARPA funding for the Town.

Chair Robinson expressed support for having EDAC facilitate special events that can promote economic development in Town. For example, organizing a “cars and coffee” event.

EDAC discussed assigning business groups to each member before the next meeting.

#### **STAFF COMMENTS:**

Don Dooley shared he would not be available for the upcoming January 4<sup>th</sup> meeting. It was discussed to have a special meeting on a different date. Mayor Fraser suggested to hold the EDAC meeting without staff assistance and continue with regular scheduled meeting. The agenda for the next meeting would be compiled from the items discussed at this session.

#### **ADJOURNMENT:**

With no further business, Chair Wood adjourned the meeting at 8:37 PM and was seconded by Chris Martenis and was approved unanimously.

---

Cliff Robinson, Vice Chair

---

Kimberly Bandy, Deputy Town Clerk