



Town of South Kingstown Economic Development Commission

Meeting Minutes
Wednesday, December 3, 2025 at 6:00 PM
Neighborhood Guild, Lounge
325 Columbia Street, Wakefield, RI
www.southkingstownri.gov

Michael Gagas, Chair
Randy Apuzzo, Vice Chair
Andrew Holt, Secretary
Thomas Routliffe
Ken Tetzner
Susan Marcus
Ian Clark
Jack Cadman
Kirk Brown
Gerry Schaffert
- vacancy -

A. Call to Order:

The meeting was called to order at: 06:02 PM

B. Roll Call:

Members Present: Michael Gagas, Randy Apuzzo, Kirk Brown, Tom Routliffe, Gerry Schaffert, Josh Gilman

Members Absent: Andrew Holt, Jack Cadman, Ian Clark, Susan Marcus, Ken Tetzner

Staff: Brian Wagner, Principal Planner

C. Approval of Minutes:

- 11/5/2025 Draft Minutes (See Attachment.)

A Motion to Approve the Minutes of 11/5/2025 was made by Tom Routliffe. The motion was seconded by Kirk Brown. Upon a vote by all members present, the motion was approved unanimously.

D. Correspondence & Public Comment:

E. Old Business:

- Main Street R.I. - Discussion and possible action regarding the Main Street R.I. program and participation in a Main Street training cohort. (See: [Council Resolution 11/25/25 at 14:30-36:05](#))

Ms. Marcus discussed the Main Street application process and stated that she had filed an application with GrowSmart on 11/26/2025 for a South Kingstown cohort to participate in the RI Main Street training. Ms. Marcus noted that GrowSmart was looking for venues for the trainings; Mr. Wagner indicated that he would try to identify some town spaces that could accommodate such a meeting. Mr. Brown volunteered to participate in the training as an SK cohort member and to serve as the cohort's point of contact for GrowSmart.

- Old Tower Hill Road - Discussion and possible action on Form-Based Code proposal and possible supporting communications.

Mr. Wagner reviewed the current status of the re-zoning project (*awaiting an advisory recommendation from the Planning Board to the Town Council*). Mr. Gagas discussed pilot design projects at the new Matunuck Oyster Bar property and at the Job Lot plaza. Mr. Gagas presented his revised social media videos on the economics of the project for comment by the board members - a lengthy discussion ensued about the videos. Further discussion followed about preparing a written letter of support from the EDC to the Council. Mr. Holt volunteered to prepare a draft letter for discussion by the board.

- EDC Surveys - Discussion and possible action regarding data collection from the Innovation Center and Workforce surveys.

Mr. Apuzzo discussed the incoming data from the business hub survey and plans for expanding circulation. Members discussed local potential need/desire for workforce hub space to support remote workers. Members discussed the

workforce survey.

F. New Business:

1. Recruiting

Members discussed how to pursue recruiting for the board's two empty seats following Mr. Gilman's resignation, including attempting to attract resident graduate students from URI's business programs.

G. Staff Update & Planning Department Activities:

Mr. Wagner updated the board on the marijuana dispensary proposed for Kingstown Road, the housing project on Fairgrounds Road and the proposed mixed-use building proposed for 82 Main Street. Members discussed the board's meeting schedule for 2026 and whether any change was required to the current 1st Wednesday schedule. No members advocated for a change.

H. Recurring Discussion Topics:

I. New Discussion Issues & Future Agenda Items:

J. Adjournment:

A motion was made to adjourn the meeting by Josh Gilman. The motion was seconded by Randy Apuzzo and the meeting adjourned by unanimous consent at 07:51 PM.