

The Economic Development Commission (EDC) held their regular meeting on Tuesday, July 22, 2014 at the Notch Road Municipal Center, Room 9 with Chair Neal Kerr presiding. Commission members present were Cathy Teller, William Anderson, Milton Hathaway and Scott Rich (arrived 7:12 p.m.).

I. Call to Order

N. Kerr called the meeting to order at 7:10 p.m.

II. Approval/Modification of Minutes of June 24, 2014 Meeting:

C. Teller MOVED to APPROVE the regular meeting minutes of June 24, 2014 as presented. W. Anderson SECONDED. MOTION CARRIED 2:0:2 with N. Kerr and M. Hathaway abstaining.

III. Public Comment/Introduction of Guests: There was no public comment.

IV. On-going Business:

A. Commission Members' Reports

1. P & Z Activities: N. Kerr reported that the PZC members are working on the fire protection regulation amendments and the Plan of Conservation and Development (POCD). Discussion followed on procedures that delay approval of applications for new businesses before the PZC that could possibly be delegated to staff and the delay costs involved for the applicants.

2. Vibrant Communities Initiative (VCI) Grant: S. Rich had nothing to report at this item.

3. PZC Fire Protection Regulations Subcommittee: N. Kerr reported on the discussions at the recent PZC meetings regarding the suggestions in the Executive Summary of the Bolton Fire Protection Regulations Advisory Committee. The EDC recognizes the importance of and would encourage business owners to show up at the PZC meetings or submit letters to comment on how the regulations would affect them.

4. Budget: C. Teller reported that she did not receive a budget for this month.

5. Outreach: No report.

B. Bolton Business Yellow Pages:

W. Anderson distributed a list of town businesses taken from the Assessor's tax list. He will set up a system whereby the EDC members can help him get email addresses for as many of the businesses as soon as possible so he can get the survey out to all the businesses at once.

C. Update EDC Website/Mission:

S. Rich said the webpage is not clear as to what is the mission of the EDC. He compiled some examples from EDC's in other towns for review by the Commission to help develop a mission statement. The Commission discussed using some of the language from the examples. S. Rich will draft a mission statement from the comments tonight for review at the next meeting. Discussion followed on types of information to include when updating the EDC's webpage.

D. Branding project: C. Teller reported that she will continue to reach out to other towns and had made preliminary contact with Eric Trott from Coventry.

- V. New Business:
 - A. Correspondence received at Town Hall (7/17/14)
- VI. Announcements:
 - A. The next EDC Regular Meeting is scheduled for Tuesday, August 26, 2014 at 7:00 p.m. in Room 9 of the Notch Road Municipal Center.
- VII. Adjournment: S. Rich MOVED to ADJOURN the meeting at 8:30 p.m. M. Hathaway SECONDED. MOTION CARRIED 5:0:0.

Respectfully submitted by Linda H. McDonald

Please see minutes of subsequent meetings for the approval of these minutes and any changes to them.