

The Economic Development Commission (EDC) held their regular meeting on Tuesday, December 3, 2013 at the Notch Road Municipal Center, Room 9 with Chair Neal Kerr presiding. Commission members also present were Cathy Teller, Scott Rich, and William Anderson (arrived 7:12 p.m.). Also in attendance were Laura Scheuy and Patrice Carson, AICP, Interim Director of Community Development.

- I. Call to Order: N. Kerr called the meeting to order at 7:03 p.m.
- II. Approval/Modification of Minutes of October 22, 2013 Meeting: The regular meeting minutes of October 22, 2013 were modified as follows: Under 5(b): Bolton Women’s Club meeting: “The meeting will take place on **November 9th**.” C. Teller MOVED to ACCEPT the regular meeting minutes of May 28, 2013 as modified. N. Kerr SECONDED. MOTION CARRIED UNANIMOUSLY.
- III. Public Comment/Introduction of Guests: Laura Scheuy introduced herself and said she owns a home business in Bolton making candles.
- IV. On-Going Business
 - A. Commission Members’ Reports
 1. P & Z Activities: P. Carson introduced herself as the Interim Director of Community Development and reported on the following P& Z activities:
 - A regulation amendment coming up for a change in the calculation of impervious coverage
 - Person wishing to construct addition to structure to expand his business and possibly having to install a cistern
 - An application before the Board to extend the time limit for a gravel pit permit without the need for a new public hearing
 - A person who owns property in an industrial area asking about the possibility of changing the property from industrial zone to allow for senior housing.
 - A grant has been submitted to the State involving commuter paths to connect UCONN in Farmington with UCONN in Storrs via the towns of Bolton, Coventry, Tolland, Mansfield and Windham. This project will probably be funded and has the support of the Capitol Region Council of Governments (CRCOG) and the Windham Council of Governments (WINCOG). Economic development along the pathway will be looked at as well to consider ways to get commuters to stop at businesses along the route.
 - A joint grant with Andover to fund the update of the Plan of Conservation and Development (POCD) has been re-submitted to the State.
 - Discussion followed on the Low Impact Development (LID) regulations, easier ways to make searching for information in the zoning regulations, and the new development on Main Street in Hebron.
 2. Vibrant Communities Initiative (VCI) Grant: S. Rich reported that the final report is ready for distribution to the Board of Selectmen (BOS) for adoption.

3. PZC Fire Protection Regulations Subcommittee: Zoning Official Jim Rupert is waiting on the executive summary on the committee's findings and calculations from the Fire Marshal.
4. Budget: The December 2013 budget figures were reviewed by the Commission.
5. Outreach
 - a. Proposed cell tower at 25 West Street: W. Anderson reported that AT & T has proposed a cell tower facility to be possibly located at 25 West Street. Several other sites around town under consideration were deemed not viable. The town has no authority over this project. The project and location will be decided by the Siting Council. P. Carson said there is a slim possibility that a language in a deed involving a town owned piece of land behind the property of Roger Barrett would allow for development of the land for a cell tower. The town is researching the wetlands on the property and access to the property.
 - b. Business Questionnaires: Discussion on this item is included under item B: Bolton Business Yellow Pages.
 - c. Bolton Women's Club Meeting: W. Anderson spoke at the event and reported that the meeting went well.
- B. Bolton Business Yellow Pages: Consensus of the Commission was to allow W. Anderson to request an electronic file of the registered Declarations of Personal Property from the Town Assessor to help in identifying local businesses for the business yellow pages project. After Board discussion, W. Anderson determined that he will divide the project into three phases: Phase one will include local businesses that are in compliance with the town, phase two would add in for-profit companies, and phase three would encompass not-for-profit businesses and organizations. W. Anderson reported that he expects to complete his phase one work in two weeks. He expressed the difficulty in capturing out of business companies and businesses that have moved out. Discussion followed on the importance in establishing communication with the businesses. At the January meeting, W. Anderson will enlist the help of the members to follow up on gathering information on problem businesses.

W. Anderson showed the Board members a website: www.townhallmaps.com that includes information on businesses in Bolton. The basic information on the website is maintained for free by a retired individual who will, for a yearly fee from a business, add more information to that business' profile. The members will review the website to determine if this is something they would consider presenting to the BOS to adopt as a link from the Town's website.

- C. Branding Project: C. Teller said there is nothing new to report with this project.

V. New Business

- A. FY 2014-2015 Budget: After discussion, C. Teller MOVED to submit an EDC budget for fiscal year 2014-2015 of \$2,000.00. N. Kerr SECONDED. MOTION CARRIED UNANIMOUSLY. N.

Kerr will complete the questionnaire and submit the budget to Administrative Officer Joyce Stille by December 19, 2013.

- B. 2012-2013 Annual Report: C. Teller will update the annual report, adding the activities of the Commission over the 2012-2013 fiscal year and forward the report to the Finance Department before December 20, 2013.
- C. 2014 Bolton Business Spring Gathering: Suggested topics of discussion at the gathering included cisterns and branding. Discussion followed on bringing in a speaker for the event. C. Teller will contact the restaurant for available dates in March or April.

VI. Announcements

- A. Winter Fair – December 7 at Bolton Center School: L. Scheuy commented that this event should be strictly for crafters and small businesses and that town offices and Boards should not participate.
- B. Next EDC Regular Meeting is Tuesday, January 28, 2014 at 7:00 p.m. in Room 9 of the Notch Road Municipal Center
- C. C. Teller distributed EDC mail. Discussion followed on obtaining updated personalized business cards for the members. W. Anderson will research the procedure with the Town and report to the Board at the next meeting.

VII. Adjournment: S. Rich MOVED to ADJOURN the meeting at 9:07 p.m. C. Teller SECONDED. MOTION CARRIED UNANIMOUSLY.

Respectfully submitted by Linda H. McDonald, Recording Secretary

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