

The Economic Development Commission (EDC) held their regular meeting on Tuesday, August 25, 2015 at the Notch Road Municipal Center, Room 9 with Chair Bill Anderson presiding. Commission members present were Cathy Teller, Neal Kerr (arrived at 7:22 p.m.), Milton Hathaway and Scott Rich (arrived at 7:05 p.m.).

1. Call to Order

Bill Anderson called the meeting to order at 7:03 p.m.

2. Approval/Modification of Minutes to the July 28, 2015 Meeting

A motion was made by Ms. Teller, seconded by Mr. Hathaway to approve the regular meeting minutes of the July 28, 2015 meeting. Motion unanimously passed.

3. Public Comment/Introduction of Guests

None.

4. On-going Business

A. Commission Members' Reports

1. P&Z Activities:

a. POCD:

Ms. Teller provided the revised Business Development section of the POCD. The commission feels that the concerns in the letter were addressed in the revision. Mr. Anderson briefly described the history of Planning & Zoning, how it once was separated. Mr. Anderson suggested that it be separated again as a solution to one of the recommendations in the POCD. He feels it would streamline the "special permit" process. Mr. Hathaway shared his experience trying to obtain a special permit, and did not believe it was a "business friendly" process.

Community Character Section: Ms. Teller suggested that a request be made to list EDC as partner for Item 4. "Establish and maintain gateway features that contribute to community character". This is a project that EDC has been discussing and researching.

The next step for the POCD is the public hearing on Wednesday, October 21st.

Poultry Regulation: Mr. Anderson reported the regulation was adopted with a minor modification to the distance required.

2. Vibrant Communities Initiative (VCI) Grant

There are no new updates.

3. Regular Meetings with Land Use Boards

Ms. Teller shared an email from Joyce Stille setting September 2nd for the next Land Use Board Meeting. Mr. Anderson is suggesting Holly Hood, Sanitarian be invited to the meeting.

4. Outreach

a. Input to BOS & other town boards/commissions

i. According to state statutes, incentives allowed are regulated. Mr. Anderson reviewed some of the statutes currently in place. The commission would like to get information on what current incentives the town offers and provide information to potential Bolton business owners. Mr. Anderson will request the addition of "Incentives" to the agenda for the September 2nd meeting.

b. TCCC EDC subcommittee

Mr. Hathaway reported that in September a Networking Opportunity will be taking place at the Tri-City Plaza on September 15th 5-7 at the Wing Stop and Menchie's in Vernon. There will be another one at Edward Jones on September 17th 7:45 a.m. - 9:00 a.m. in Vernon. All three of these events are "Grand Openings".

B. Bolton Business Yellow Pages

Mr. Anderson provided a brief write up for the next Bolton Bulletin regarding the yellow pages. The updated version will be posted to the town website.

C. Update EDC Website/Mission

Mr. Rich provided a final version of the verbiage for the EDC website. The information will be posted to the website.

Mr. Rich provided the group with a matrix of responsibilities of the EDC. It can be used as an ongoing document that the group can use for guidance on what the commission has done and what needs to be continued to work on.

D. Branding Project

1. BWC Long Term Project

Ms. Teller reached out to the Bolton Women's Club for an update on the sign project. As of the meeting, she had not received a response

The group will review the list of activities for branding at the next meeting.

E. Budget Balance

Ms. Teller reported the commission received the re\$2,000 requested for the 2015-2016 budget.

Ms. Teller received an email from Patrice Carson notifying her that the four planners of the towns involved in the Route 6 Hop River Corridor are currently working on a draft document. They are expected to meet in the fall.

5. New Business

Mr. Hathaway shared with the group that there will be a Public Hearing on a Code of Ethics Ordinance on September 1st. The draft ordinance is on the town website. Mr. Hathaway gave a brief history of his experience with an ethics issue within the town. He attended selectmen's meetings and provided information on other towns Code of Ethics. He was pleased with the steps taken to initiate the process of establishing the Code of Ethics. He has a few changes he will suggest at the Public Hearing. By consensus, the commission agreed to notify Ms. Stille that the EDC is in full support of the process of establishing a Code of Ethics Ordinance.

Mr. Kerr reported that the drive- thru regulations will be discussed on September 14th at the Planning & Zoning meeting.

6. Announcements

A. Next EDC Regular Meeting is scheduled for Tuesday, September 22, 2015 at 7:00 p.m. in Room 9 of the Notch Road Municipal Center.

Ms. Teller shared with the commission that Munson's is holding a ribbon cutting on Wednesday, September 2nd at 8:00 a.m. to see the new retail space.

Mr. Anderson received an email about a potential new development in Bolton. He is going to get contact info for the owner. Mr. Anderson will look into the EDC being notified when a new business comes to Bolton.

7. Adjournment

A motion was made by Ms. Teller, seconded by Mr. Anderson to adjourn the meeting at 8:32 p.m.

Respectfully submitted,

Heidi Bolduk
Board Clerk

PLEASE SEE THE MINUTES OF SUBSEQUENT MEETINGS FOR THE APPROVAL OF THESE MINUTES AND ANY CHANGES TO THEM.