

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

**1. Call to Order**

Bill Anderson called the meeting to order at 7:02 p.m.

**2. Approval/Modification of Minutes to the August 25, 2015 Meeting**

A motion was made by Ms. Teller, seconded by Mr. Kerr to approve the regular meeting minutes of the August 25, 2015 meeting with the following correction:

5. New Business - Last sentence "...drive-thru regulations will be discussed on October 14<sup>th</sup> at the Planning and Zoning meeting."

Motion unanimously passed.

**3. Public Comment/Introduction of Guests**

None.

**4. On-going Business**

**A. Commission Members' Reports**

1. P&Z Activities:

Mr. Kerr reported that he was not able to attend the last Planning and Zoning Meeting. However on October 14<sup>th</sup>, there will be a public hearing to discuss a regulation change - allowing a drive thru. He urges residents to attend. An email will be sent out to businesses that EDC has contact information for. By consensus, the group agreed to submit a letter to Planning & Zoning supporting the regulation change. Mr. Hathaway will draft a letter of support for review.

Mr. Anderson shared with the commission that a town email address has been set up for EDC. The new email address is [Bolton.edc@boltonct.org](mailto:Bolton.edc@boltonct.org).

a. There will be a public hearing on the Plan of Conservation and Development on October 21.

**2. Vibrant Communities Initiative (VCI) Grant**

Mr. Rich reported that no new meetings have taken place, and no official information has been distributed. He has reviewed the recent Board of Finance minutes. The total dollar amount approved was \$300,000 less than the original request of \$805,000.

**3. Regular Meetings with Land Use Boards**

Mr. Anderson reported the meeting took place on September 2<sup>nd</sup>. A suggestion made was a "Bolton Business Day" to help promote Bolton businesses. Another suggestion was a local business trade show. It was discussed rather than holding the annual meeting; perhaps highlight a segment of Bolton businesses. Mr. Anderson was unable to obtain any clarification on incentives available to Bolton businesses. He did explain that incentives are based on General Statutes. By consensus, the group will request the selectmen add to their agenda a discussion with EDC on a bi-annual basis. The EDC would like to make the BOS aware of what has been accomplished, and to obtain information on incentives available to businesses.

**4. Outreach**

a. Input to BOS & other town boards/commissions

i. Incentives: Discussed under Section 3.

ii. Letter to BOS re: ethics regulations

Mr. Anderson reported that he submitted a letter to the BOS on behalf of the EDC expressing support of the process of establishing an Ethics Regulations. Mr. Kerr

expressed his personal concern, being a business owner in town he is concerned with how his decisions may be perceived being a business owner in town, and does work for the town as a contractor.

5. Metrics

Moving forward, this item will be a separate document to use as a review guideline for the EDC, when there is a new business in town. Mr. Anderson will request a "New Permit Report" from the Land Use Department.

- a. Advise on matters relating to development:
- b. Communicate between businesses and town officials
- c. Retain and foster expansion of businesses
- d. Attract new businesses

6. TCCC EDC subcommittee

Mr. Hathaway reported that in September there were three Networking Opportunities that took place at the Wing Stop, Menchie's and Edward Jones. Basils Restaurant will be hosting a meeting on September 24<sup>th</sup>. The annual meeting of the TCCC will be taking place on October 7<sup>th</sup> at A Villa Louisa. Mr. Hathaway explained that the TCCC meetings have been very informative.

**B. Bolton Business Yellow Pages**

The updated Bolton Business Yellow Pages has been updated on the website. Information will be put in the next Bolton Bulletin.

**C. Update EDC Website/Mission**

The EDC Website has been updated with the new verbiage, along with the new email address. Mr. Rich reviewed all the new links that are now available. He suggested that "EDC Website" remain on the agenda to ensure that it is maintained with up to date information.

Mr. Kerr suggested a newsletter be created for the land use boards. It could possibly be a student that needs to do a senior project.

**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.

Ms. Teller provided the group with a branding exercise regarding Bolton. A list of Bolton activities that attracts people to Bolton. The group briefly discussed the list and how items could be more creative to make Bolton unique. The group discussed focusing on the Rails to Trails. The group will continue discussion on a branding plan for Bolton.

**E. Budget Balance**

Ms. Teller reported the commission has a balance of \$1,850.00. The trust fund balance is \$3,140.11.

**5. New Business**

Mr. Anderson reported that he attended the Munson's Open House.

**6. Announcements**

- A. Next EDC Regular Meeting is scheduled for Tuesday, October 27, 2015 at 7:00 p.m. in Room 9 of the Notch Road Municipal Center.

**7. Adjournment**

A motion was made by Mr. Kerr, seconded by Mr. Rich to adjourn the meeting at 9:07 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.