

The Economic Development Commission (EDC) held its regular meeting on Tuesday, December 1, 2015 in Room 9 of the Notch Road Municipal Center with Chair Bill Anderson presiding. Commission members also present were Cathy Teller, Scott Rich and Milton Hathaway.

- I. Call to Order: Mr. Anderson called the meeting to order at 7:01 P.M.
- II. Approval/Modification of Minutes of September 22, 2015 Meeting:
A motion was made by S. Rich and seconded by M. Hathaway, to approve the minutes of the September 22, 2015 meeting as written.
Motion passed unanimously.
- III. Public Comment/Introduction of Guests: None.
- IV. On-going Business:
 - A. Commission Members' Reports
 1. P&Z Activities
 - a. POCD passed and became effective on 11/26. EDC to email businesses with a short summary of the new section addressing economic development. This summary will also be submitted to the Bolton Bulletin and posted on the EDC webpage.
 - b. drive-thru regs – went before P&Z twice, public support grew, EDC notified businesses via email; new regs passed at recent P&Z meeting. The EDC will include this information in the upcoming email to businesses.
 2. Vibrant Communities Initiative (VCI) Grant: Some of the projects proposed by the committee (fire truck, paving of sidewalks and repair to the barn) were approved at a Town Meeting and are to be funded through bonding. The rest of the projects may be voted on next year at BoS discretion. EDC agreed to take this item off the agenda for now, as the VCI committee is no longer meeting.
 3. Quarterly Meetings w/ Land Use Boards: agreement reached that the EDC should become very familiar with the new POCD and maximize the potential for using it as a tool to increase economic development in the context of these meetings.
 4. Outreach
 - a. Discussion about providing input to BOS via regular attendance at BOS meetings. Mr. Anderson to follow-up w/ J. Stille about being put on agenda sometime in first quarter.
 - b. Mr. Anderson to research incentives for development as the first topic to discuss with the BOS.
 - c. Mr. Anderson to look into sewer use by new businesses so we can direct and inform businesses with questions.
 - d. Discussion about using the EDC email addresses for sharing info about businesses. Agreement reached that it would not be appropriate to advance a particular business but would be appropriate to advertise general (non-business specific) educational events or information.
 - e. M. Hathaway suggested the EDC include in the next email and public postings that there are openings for alternates on EDC.
 5. TCCC EDC subcommittee: M. Hathaway attended an open house at a new bank in Vernon. He reported this is a good opportunity to meet other businesses and find out about services offered by new businesses.

B. Bolton Business Yellow Pages: The new Yellow Pages are posted on the Town website and an announcement was included in the Bolton Bulletin in October, 2015. Mr. Anderson will check email to see if EDC received any responses to the blurb in the Bolton Bulletin.

C. EDC Website: Updates as discussed above will be posted on the EDC website via H. Bolduk.

D. Branding Project: Ms. Teller had communication with a member from the Bolton Women's Club re: BWC fundraising efforts. Mr. Anderson will clarify with Ms. Stille our collaboration with BWC is strictly to raise funds. No decisions have been made re: design or contractor for signs. Ms. Teller acquired 2 books on branding recommended by Roger Brooks and will share their advice for small town branding efforts.

E. Budget: The current budget for December 2015 was reviewed.

V. New Business

A. A motion was made by S. Rich and seconded by M. Hathaway to request \$2000 for the EDC budget in the fiscal year of 2016-17. The motion passed unanimously.

B. A motion was made by C. Teller and seconded by M. Hathaway to continue scheduling the EDC regular meetings on the 4th Tuesday of every month except November which will be combined with the December meeting and scheduled for the first Tuesday in December, 2016. The motion passed unanimously.

VI. Announcements

A. Next EDC Regular Meeting is on Tuesday, January 26, 2016 in Room 9 of the Notch Road Municipal Center.

VII. Adjournment: A motion was made by Ms. Teller and seconded by Mr. Hathaway to adjourn the meeting at 8:45 P.M. The motion passed unanimously.

Respectfully submitted,

Catherine E. Teller

Catherine E. Teller
Secretary, Bolton EDC

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