

The Economic Development Commission (EDC) held their regular meeting on Tuesday, May 24, 2016 at the Notch Road Municipal Center, Room 10 with Chair Bill Anderson presiding. Commission members present were Cathy Teller and Scott Rich. Also attending was resident and local business owner Alex Ansaldi.

I. Call to Order

Mr. Anderson called the meeting to order at 7:00 p.m.

II. Approval/Modification of Minutes to the April 26, 2016 Meeting

A motion was made by Ms. Teller, seconded by Mr. Rich to approve the regular meeting minutes of the April 26, 2016 meeting as presented. Motion unanimously passed.

III. Public Comment/Introduction of Guests

Mr. Anderson introduced Alex Ansaldi to the group. Mr. Anderson briefly explained that Neal Kerr recently resigned from EDC, which now leaves a vacancy for a member position. Each member introduced themselves and gave a brief summary of their involvement with EDC. The group briefly discussed different areas that EDC has assisted with.

IV. On-going Business

A. Commission Members' Reports

1. Planning & Zoning Activities

Ms. Teller will get updates from Planning & Zoning, and give a brief report at each of the EDC meeting.

2. Quarterly Meetings with Land Use Boards

Mr. Anderson reported that he has not been notified of the next Land Use Board Meeting.

3. Outreach

a. survey to businesses

Mr. Anderson will contact Mr. Kerr for the latest version of the survey to review and send out. The group briefly discussed that the purpose of the survey is reach out to businesses, and get an updated contact list to reach out to business owners to notify them of pertinent information and events. Mr. Anderson asked commission members to see if they can come up with questions to include on the survey for the next meeting. Mr. Anderson will also get all contact info compiled by Mr. Kerr.

4. TCCC EDC Subcommittee

Mr. Hathaway was not present to give a report.

B. EDC Website

Ms. Teller will request to have the link to the Route 6 Study added to the EDC webpage.

C. Branding Project/Welcome Signs

Ms. Teller shared with the group information on signs that were in the Route 6 Study. The information included a sample picture, along with recommendations on signage. Ms. Teller also included information that was part of the Route 44 Study on recommended signage. Ms. Teller will bring a map to the next meeting for the group to consider locations for signs.

Ms. Teller will add to the agenda "Training" for different webinars, meetings, etc. that would be useful to EDC. Mr. Anderson said he is usually available during the day to participate in some of the events. Ms. Teller also suggested participating in a webinar at the EDC Meeting.

D. Budget balance

Ms. Teller provided an updated budget transaction showing line items. Currently there is \$880 in the Office Operating Expenses Line Item.

A motion was made by Ms. Teller, seconded by Mr. Rich to transfer the \$880 to the Economic Development Trust Fund from the Office Operating Expenses Line Item. Motion unanimously passed.

V. New Business

1. Code of Ethics Acknowledgement Form

Mr. Anderson reported he handed in all of the Code of Ethics Forms to the Town Clerk. Mr. Rich had already signed one for the BOE.

2. National Small Business Week

Mr. Anderson requested that “National Small Business Week” be added to the agenda in the future. The week takes place in May every year. Mr. Anderson would like to plan something for next year to support local small businesses.

Mr. Rich reported that he heard Bolton Pizza was recently sold and bought by a new owner. The group will reach out to them to see if they would like to do an Open House/Ribbon Cutting.

VI. Announcements

A. Next EDC Regular Meeting is scheduled for Tuesday, June 28, 2016 at 7:00 p.m. in Room 9 of the Notch Road Municipal Center.

VII. Adjournment

A motion was made by Ms. Teller, seconded by Mr. Rich to adjourn the meeting at 8:31 p.m. Motion unanimously passed.

Respectfully submitted,

Heidi Bolduk
Board Clerk

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