

The Economic Development Commission (EDC) held its regular meeting on Tuesday, July 26, 2016 in Room 9 of the Notch Road Municipal Center with Chair Bill Anderson presiding. Commission members also present were Cathy Teller and Milton Hathaway.

- I. Call to Order: Mr. Anderson called the meeting to order at 7:06 P.M.
- II. Approval/Modification of Minutes of June 28, 2016 Meeting:
A motion was made by B. Anderson and seconded by M. Hathaway to approve the minutes of the June 28, 2016 meeting as written.
Motion passed unanimously.
- III. Public Comment/Introduction of Guests: A. Ansaldi attended the meeting in anticipation of joining the EDC.
- IV. On-going Business:
 - A. Commission Members' Reports
 1. P&Z Activities
 - a. A home brewery permit application was approved.
 - b. Georgina's outdoor dining was approved.
 2. Quarterly Meetings
 - a. B. Anderson contacted J. Stille about the date of the next meeting but no response yet.
 - b. B. Anderson suggested discussion of natural gas line at the next meeting.
 - c. EDC members suggest the town boards and commissions consider sending out satisfaction surveys to persons that come before them and add surveys to the town website.
 - d. Another topic for discussion is the need for a water line from Manchester into Bolton on Rt. 44 to promote economic development along Rt. 44/Rt. 6.
 3. Outreach
 - a. Survey to businesses: B. Anderson could not find a hard copy of old survey. He researched other questionnaires for businesses. He suggests asking about the ease of development in Bolton and their impression of the town's requirements. Keep it short (12 questions or less). Each commission member will generate some draft questions for the next meeting. The commission discussed sending the survey via email, mail and/or done in person (in certain circumstances).
 - b. A. Ansaldi was provided with a form and will follow-up with contacting the Board of Selectmen to seek appointment to the EDC.
 - c. An email will be sent out to all business owners regarding vacancies on the EDC and encouraging participation.
 - d. Discussion about how to change the reputation of Bolton re: development. Maybe share news of successful P&Z applications? Send out surveys to applicants asking if the Town provided good service and asking for suggestions.
 - e. EDC members visited Bolton Pizza. The business has not been sold yet, a new liquor license is being sought.
 - f. P. Carson sent an email re: a list restaurants can use for advertising. EDC will review it at the next meeting.
 4. TCCC EDC subcommittee:

a. Applications for membership to the TCCC should be distributed by EDC members and a link to the application should be added to the EDC website.

b. In order to have an open house/grand opening using the TCCC the business has to be a member. Commission members will make applications available when visit new businesses.

5. Trainings:

a. C. Teller proposed purchasing a recent webinar from R. Brooks to view at the next EDC meeting. She will research the technology needed to play and view the webinar in Room 9 of the NRM.

B. EDC Website: members reviewed email from town re: new staff member assigned to post on the town website.

C. Branding Project: Ms. Teller recommends purchasing a recent webinar from R. Brooks to view at the next EDC meeting. The webinar addresses branding specifically and costs approximately \$40 and lasts for 30 to 60 minutes. B. Anderson reviewed a map and made suggestions for sign locations in Bolton. Highest traffic locations at 4 locations (11 roads total lead in and out of Bolton). Consider smaller signs for less high traffic locations and big signs on the major intersections. C. Teller to get an update from Women's Club re: their fundraising efforts. Also discussed approaching businesses to adopt a sign.

D. Budget: The current budget for July 2016 was reviewed.

V. New Business

A. Members discussed submitting the ballot for directors of the TCCC. EDC agreed not to take action on the ballot.

VI. Announcements

A. Next EDC Regular Meeting is on Tuesday, August 23, 2016 in Room 9 of the Notch Road Municipal Center.

VII. Adjournment: A motion was made by C. Teller and seconded by M. Hathaway to adjourn the meeting at 8:55 P.M. The motion passed unanimously.

Respectfully submitted,

Catherine E. Teller

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Secretary, Bolton EDC

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