

The Economic Development Commission (EDC) held its regular meeting on Tuesday, June 27, 2017 in Room 9 of the Notch Road Municipal Center with Chair Bill Anderson presiding. Commission members also present were Cathy Teller and Alex Ansaldi.

- I. Call to Order: Mr. Anderson called the meeting to order at 7:15 p.m.
- II. Approval/Modification of Minutes of April 25, 2017 Meeting:
A motion was made by C. Teller and seconded by A. Ansaldi to approve the minutes of the April 25, 2017 meeting as written.
- III. Public Comment/Introduction of Guests: None.
- IV. On-going Business:
 - A. Commission Members' Reports
 1. P&Z Activities: minutes from the June 14 meeting were reviewed and discussed.
 2. Quarterly Meetings: B. Anderson will contact the BOS re: scheduling future meetings.
 3. Outreach
 - a. Survey to businesses: B. Anderson summarized responses to surveys and will send them to the BOS.
 - b. C. Teller wrote a short notice for the next Bolton Bulletin and submitted it to K. McCavanagh.
 4. TCCC EDC subcommittee: M. Hathaway attended the meeting and provided a written summary.
 5. Bolton Pond/Freja Park: No report.
 6. Trainings: No report.
 7. National Small Business Week: No action will be taken on this item for this year.
 - B. EDC Website: B. Anderson met with K. McCavanagh and discussed updating and improving the website. He will send an email to K. McCavanagh with suggested changes (incorporating suggestions from A. Ansaldi).
 - C. Branding Project:
 1. Members agreed to get final quote from the chosen sign company for signs that are approximately 5'w x 3'h x 1 thick.
 2. Commission members discussed the number and sizes of signs plus their locations.
 3. Discussion also occurred regarding the terms and conditions for the business sponsor of a sign.
 - D. Budget: The end of the fiscal year budget was reviewed. Commission members agreed to transfer remaining funds to the Economic Development Fund if time permitted given.

- V. New Business – no new business.
- VI. Announcements
 - A. Next EDC Regular Meeting is on Tuesday, July 25, 2017 at 7:00 p.m. in Room 9 of the Notch Road Municipal Center.
 - B. Email re: DECD Outreach was reviewed.
- VII. Adjournment: A motion was made by A. Ansaldi and seconded by C. Teller to adjourn the meeting at 9:40 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.