

EDC SPECIAL MEETING
TUESDAY, January 21, 2020 at 5:30pm
THE NEW TOWN HALL CONFERENCE ROOM

APPROVED MINUTES

Call to Order: Brett Mastroianni called the meeting to order at 5:37pm

Members in Attendance: Brett Mastroianni, Nicole Porter, Will Mason, Jen Anderson (arrived 6pm), Stefan Grufstedt, Toula Balestracci and Jen Strunk (alternate).

Members Absent: Paul Simonds, Salvatore Cherenzia, Anthony Mazzella (Alternate)

Staff Present: Juliet Hodge, PDZO

Public Present: Nita Kincaid, Selectman, Bob Carlson, Selectman and Mike Urgo, First Selectman. Pat Lewis (PZC), Ron Lewis (IWWC), Robert Utter (Milltown Monitor), Robert Boissevain (WPCA) and Bradford Currier (WPCA).

Public Comment: Ron Lewis presented pictures of various types of signage that could be used at the entrances of the village to steer people to various local businesses. Brett offered to include the possibility of signage as an agenda item for the next meeting, and explained that this item could not be added to the agenda as it was a Special Meeting.

Approval of Prior Meeting Minutes: Minutes of the January 7, 2020 Special Meeting were approved as submitted.

Additions to the Agenda: None.

Treasurer's Report: The Commission reviewed and accepted the report which reflected the recent purchase of the bumper stickers.

PDZO Report: Commission members reviewed J. Hodge's activity report as presented. Commission had no questions.

New Business

- **Sewer Informational Piece-Discussion with WPCA Members:** Mike Urgo, Bradford Currier and Juliet Hodge presented historical information on work already done by boards, commissions and community members regarding sewer options to attract economic development. Weston and Sampson is due to complete a more formal Facilities Plan for water and sewer infrastructure in the next few weeks. M. Urgo and the WPCA are asking for EDC to support of exploring sewer options in town as a means to facilitate economic development. It was decided that M. Urgo with the help of Weston & Sampson would put out an informational mailer to townspeople in the near future and B. Mastroianni would also include sewer educational info in the next EDC Quarterly report.
- **Farmer's Market-Subcommittee:** B. Mastroianni passed out a broad outline of possible goals for the Farmer's Market, and will email the current five members of the Farmer's Market Subcommittee in the next few days to determine a schedule of meetings. The Sub-committee will meet first and explore different options for moving forward and will report back to the full Commission for discussion.
- **Commission Member Photos:** B. Mastroianni deferred this item to the next meeting.

- Business Survey re: signage and design guidelines: B. Mastroianni suggested creating a survey for local businesses to fill out to give them an opportunity to provide input on how the EDC can assist in making their businesses successful and other general comments and concerns. The survey would also ask for their feedback on current signage requirements/restrictions, and whether they felt design guidelines for signage is something the town should consider. It was discussed that the survey would be handed out at the Business Open House planned for the spring.

Old Business

- Confidentiality Statement/Agreement: B. Mastroianni discussed the former welcome letter that was part of a Welcome Packet created many years ago that mentioned keeping inquiries confidential. He was unable to locate the working draft of the formal confidentiality agreement for EDC members to sign.
- Local business engagement and All Boards and Committees Events: Two dates (March 19th and April 2nd) were proposed for the Local Business Open House. B. Mastroianni will talk to Carl Johnson at Shunock Brewery to confirm his willingness/availability to host the event one of those dates. The Commission hopes to determine local business owners' interest in the Business Directory, the Map Project and the Business Beautification Project.

June 2nd was proposed for the All Boards and Commission's event to be held at Buon Appetito. The Commission will go over the seCTer Data Report and possibly completing the CERC "self Assessment" for determining whether a town is considered "Business Friendly." There will be some discussion about the roles of all Boards and Commission in Economic Development as well as time given for each chairman to report on goals and activities for their respective Board or Commission.

- Business Directory: The Business Directory idea will be discussed at the Business Open House event to determine whether local business owners are interested in participating. B. Mastroianni stated that the NS Business Association used to produce the directory and that there were still funds in the NSBA account. He briefly discussed the possibility of the EDC helping to fund this project as well.

Motion made and seconded (T. Balestacci/N. Porter) to adjourn. Meeting adjourned at 6:45pm.

Next regular meeting is February 4th at 5:30pm at New Town Hall Conference Room.

Respectfully Submitted,

Nicole Porter & Juliet Hodge