

**Town of Woodstock
Economic Development Commission
Regular Meeting
February 2, 2018**

DRAFT MINUTES

PRESENT: Barry Milstone, Tom Weschler, Charlie Kimbell, Courtney Lowe, Julia Cooke, Joe DiNatale, Michael Malik, Mica Seely
Absent: Jason Merrill

- I. CALL TO ORDER 7:03pm
- II. New commissioners self-introductions:
 - a. Julia Cooke and Courtney Lowe
- III. Citizen Comments: Mary Riley provided card to commission thanking them for gift and wishing them well.
- IV. Minutes of the Meeting of December 7, 2017 were approved
- V. Financial Report:
 - a. Receipts: \$570,887.02
 - b. Spent: \$200,121.67
 - c. Committed and Pending: \$145,478.62
 - d. Uncommitted: \$225,286.73
Does not include unknown website operations expenses.
- VI. Economic Development Coordinator: Job description has been crafted, with the help of Sally Miller, and given to the commissioners for review. Motion made by Charlie Kimbell to accept the job description as presented. Tom Weschler second. Barry Milstone prompted discussion regarding the importance of the applicant's location. Motion made by Joe DiNatale to approve the job description with an amendment that the candidate is connected to the Upper Valley. Second by Michael Malik. Amended motion approved. Julia Cooke will place the ad. Courtney Lowe will assist. Ad placement deadline: 2/9/18. Applicant response deadline: 2/26/18
- VII. Subcommittees:

Will advertise and engage at least two community members and meet prior to next month's EDC meeting.

 - a. Promotion:
Members: Tom Weschler and Courtney Lowe

Currently focused on launching the website within a few weeks. Launch is scheduled to take place at the Chamber of Commerce annual meeting, 2/26/18. Lead designer from Origin, the company creating the website, will be at the launch. Vermont Standard articles are planned to communicate the new website to the public.

b. Economic Resources:

Members: Barry Milstone , Julia Cooke

This newly formed subcommittee will include a focus on grants, loans and revisiting regulations. Will also be responsible for working with the Optimist Center on their commitments to the EDC, including business engagement classes. Tom Weschler suggested this subcommittee be tasked with creating a package to attract new Woodstock residents.

c. Civic Beautification:

Members: Joe DiNatale, Michael Malik and Mica Seely

Joe DiNatale would like to change the name of the subcommittee to include the word revitalization. Subcommittee is looking for EDC approval to hire a landscape architect for conceptual drawings of a new town plan/design. Update included recent meetings with the Village Trustees, Selectboard, Town Manager and Planning Board. Each meeting sought input on the proposed town plan/design and full support was given at each. Advertisement was drafted to solicit RFP's from landscape architects. Advert was found to be incomplete by the commission. New RFP will be created with the help of Julia and Patrick Cooke. EDC approval has not been granted to pay for the landscape architect. Charlie Kimbell has suggested reviewing state grants for additional funding.

d. Recreation Assets:

Members: Charlie Kimbell, Michael Malik, Jason Merrill and Tom Weschler

This newly formed subcommittee will focus on outdoor recreational activities.

VIII. Sustainable Woodstock/Sally Miller - Housing study grant: East End Development can include up to 40 units of affordable housing. Would like community wide housing study to be done. Sustainable Woodstock seeking \$15K grant for the study. RFP ready to post when funds are approved. Planning commission on board. Barry Milstone suggested the housing study be run through EDC and made a motion: The Economic Development Commission to undertake a town wide housing study to be funded by the EDC and not to exceed \$15K. Mica Seely second. Discussion: Commission needs to review the RFP and grant proposal further before committing funding. Economic Resource subcommittee will review those documents and report back to the EDC next month. Barry Milstone amendment: The

Economic Resource subcommittee, on behalf of the EDC, to undertake a town wide housing study to be funded by the EDC and not to exceed \$15K. Amended motion approved.

IX. Updates:

- a. Optimist center: Barry Milstone reported that they are doing well, reportedly encouraging small business development and working on fulfilling their obligations to the EDC grant.
- b. Pentangle: Moving ahead with their search for fundraising consultant and is at the interview stage.
- c. Grants: No other grant obligations.

X. Executive Session: Entered at 8:20pm. Adjourned at 9:33pm.

XI. Chamber/EDC Website Agreement:

Tom Weschler, motion to accept Chamber of Commerce website terms as amended to modify line 10a, strike line 11c and retitle the terms as a Memorandum of Understanding. Charlie Kimbell second. Motion approved.

XII. ADJOURNMENT

The meeting was adjourned at 9:40pm