Agenda
Essex Economic Development Commission (EDC)
Essex Town Office Main Conference Room, 81 Main Street – 8 AM-9:15 AM
Meeting Date: January 24, 2020

1. **Call to Order:** Chairperson, Jim Bernegger or Vice Chairperson, Melinda Monroe
   Commission Members: Jeff Benjamin (new), Botur Kosimi (new), Brian Sheldon

2. **Public to Be Heard:** (5 min)

3. **Minutes:** Review and Approval of meeting minutes from December 6, 2019 prepared by Brian Shelden (2min)
   Note: No official minutes were recorded for the scheduled December 20, 2019 & January 10, 2020 meetings, since a quorum of the active EDC members were not available, thus no definitive action/decisions were enacted.

4. **Essex Staff & Partner Briefs**
   (For the benefit of the new EDC members, Staff & Partners are asked to summarize their position’s & department’s influence on the vitality of the current business community in Essex and its future. (30 min)
   
   A. **Brief by the Essex Unified Town Manager, Evan Teich or Deputy Manager, Greg Duggan** (10 min)
      1. Orientation & Update on Essex Town Selectboard & EJ Village Board of Directors agenda items, Essex staff news/policies, and current or proposed Infrastructure developments that will impact the current or prospective business development in the Town & Village of Essex.

   B. **Brief by the Essex Village Director of Community Development, Robin Pearce** (5 min)
      1. Orientation & Update on relevant EJ Village business news and developments

   C. **Brief by the Town of Essex Community Planning, Darren Schibler,** (5 min)
      1. Orientation & Update on relevant Town of Essex developments, code or infrastructure news that will impact the Essex business community.

   D. **Brief by the Greater Burlington Industrial Corporation (GBIC) representative to EDC, Curt Carter,** (5 min)
      1. Orientation & Update on relevant State and/or Chittenden County News and Development that will have an impact on the Essex Business community.

   E. **Brief by the Essex representative(s) to the Chittenden County Regional Planning Commission (CCRPC), Darren Schibler or Irene Wrenner.** (5 min)
      1. **Orientation & Update** on relevant to Essex economic development of active or proposed studies/reports under development by (CCRPC)

5. **Prior Unfinished Business** (10 min)
   A. Update status of the recruitment, appointment and service terms of new EDC members Jeff Benjamin & Botur Kosimi Deputy Manager Greg Duggan

   B. Update status of the recommended development of a comprehensive portfolio/census of the business sectors in the greater Essex community.

   C. Review, edit and approve the revised draft of the proposed EDC Charter-Bylaws (attached) for submission if required to the Town Selectboard for approval.

   D. Update the status of the proposed revision to the EDC page text on the Essex Website, revised and approved by the EDC (12/6/2019) for replacement posting, pending approval, if requested, by the Essex Selectboard.
6. **New Business (20 min)**
   A. Confirm and record action/decision on a draft advisory addressed to the Essex Town & Village Community Development staff and commissions regarding reasonable flexibility in the codification of mixed-use building height restrictions prepared by member, Melinda Monroe.

   B. Update status of draft proposal by Deputy Manager, Greg Duggan of a proposed program to generate incremental revenue to the Town through the implementation of the State authorized local option tax option.

   C. Entertain EDC response to **Lea Ann Smith, EHS STEM Academy Leader, 1/6/2020 email** re. student Internship opportunities appeal.

7. **FYI (5 min)**

   A: Draft of EDC annual review/report for the 2019 Town of Essex Annual Report due immediately: Attention Jim Bernegger


   C: Update of the Town of Essex Planning Commissions review and conditional approval of the application and site plans received from **SeaComm Federal Credit Union**, Massena, NY to construct their second full service bank location in Chittenden County in Essex at the corner of Essex Way and Carmichael, Street.

8. **Next EDC Meeting is scheduled for**: Friday, February 14, 2020

9. **Meeting Adjournment: (9:15 AM)**

   A. Suggested Background readings

   - [2016 Essex Town Comprehensive Plan](#)
   - Energy Plan Town & Village
   - Essex VT Town and Village of Essex Junction Housing Assessment Plan
   - [2019 ETC Next Plan](#)
   - Vermont Website, **Think Vermont**

   B. Data Sources for Development of a census of the Greater Essex business Community

   1. 2019 EJ Village business survey
   2. 2019 **VT Business Magazine annual Business Directory**
   3. 2019 **Town of Essex Grand List**
   4. Current posting by the **VT Secretary of State of registered businesses in the 05452**
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