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

Meeting Date: February 14, 2020

Commission Members  Jeff Benjamin, Jim Bernegger-Chairperson, Botur Kosimi,
Melinda Monroe-Vice-Chairperson, Brian Shelden-Recording Secretary,

Staff: Greg Duggan, Deputy Town Manger

1. Call to Order:

2  Public to Be Heard: (5 min)

3. Minutes: Review & Approval: of meeting minutes from January 24. Correct Website posting of meeting status and or minutes for Nov 22, Dec. 6 & 20, Jan 10: Brian Shelden (5 min)

Please Note
Essex Staff & Partner Briefs ( Will be deferred to the February 28th Meeting, unless the Chair is notified of time sensitive updates by Staff or Partners. Staff and Partners are free but not expected to attend this Friday 2/14 meeting. The agenda of the meeting will focus on review and consensus of the EDC’s Action Plan for the next 5 months and the organization structure required to deliver it.

4. New Business (50 min)

A  Review EDC 2020 Action Plan

1. Format & complete a comprehensive portfolio of the greater Essex business community, including enterprise name, opening date in Essex, SIC code, 911 address, business contact info, key management and HR personnel, employment & revenue values to the Town & State. Design must permit sorting, updating & added data topics.


3. Serve as the lead advisory resource to the staff and governance board for the integration of relevant strategies in the Essex energy, housing and infrastructure plans into the Town’s business related policies or incentive programs.

4. Develop a municipally produced public recognition initiative for new or expanding business’s, such as the “Ribbon Cutting” ceremony, to honor development in all sectors of the Essex business community.

B. EDC Project Team Organizations

1. Organize EDC members into collaborative 2 member teams (complying with VT open meeting principles) that will facilitate advance the progress on each Key Action items.

2. Establish a timeline for each Action Plan item.
5. Prior/ Unfinished Business (10 min)

A. Review, edit and approve the revised draft of the proposed EDC Bylaws) for submission upon EDC approval to the Town Selectboard for approval.

B. 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.

C. Confirm and record EDC’s decision on a proposed draft advisory addressed to the Essex Town & Village Community Development staffs and commissions regarding reasonable flexibility in the codification of mixed-use building height restrictions.

D. Update status of a advisory by the EDC concerning 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.

D. Status of EDC experience to Lea Ann Smith, EHS STEM Academy Leader, 1/6/2020 email re. student Internship opportunities appeal.

6. FYI
   A. 37th Annual Tourism Summit, Killington Grand Resort Hotel, April 15-16

7. Next EDC Meeting is Scheduled for: Friday, February 28,2020

8. 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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