

DRAFT Minutes of Economic Development Commission  
Regular Monthly Meeting  
7:15 PM, November 21<sup>st</sup>, 2016

Members: Felise Cressman (FC), Patricia Bandzes (PB) and Susan Wright (SW)

Meeting called to order at 7:20 PM

Minutes of the October 17th, 2016 meeting minutes were approved.

**Audience of citizens:** Carolyn Linn (CL), Selectman

**Old Business**

1. SW updated FC and PB on the second meeting with BOS. BOF and P&Z Chairman.  
At that meeting, the four choices, bought forward, for a consultant to do the Visioning and Plan of Conservation and Development (POCD) were discussed. First Selectman Gister (LG) will be contacting them. Next meeting will be in two weeks.
2. FC should have an update on her ongoing project with Judy Brown in the creation of a “How to do Business in Chester”, at the next meeting.
3. FC requested SW to send brochure she started to her for review and updates.
4. The current how to do business information on the EDC website is too broad and FC would like to see it more define for a business coming to Chester.
5. SW was able to break out the Town Business list, so we can sort by street address. PB will use that to create a more detail spreadsheet to hold information regarding each business.
6. It was noted there are some questions regarding the information contained in the Business List, at next meeting we will identify them to hand off to the Town Hall.
7. FC SW and Ed Meehan met to review land map and spaces that may be open for warehouse development.
8. LG and SW to meet with Roto-Frank in the next week.

**New Business**

1. CL will be the BOS liaison for EDC.
2. SW to ask if John Lavy would attend an EDC meeting.
3. SW emailed Ron Lyman about the Organon building and if he found someone to go in there to be sure he passes it by P&Z to be sure it meets zoning.
4. Discussion around creating a “Call Sheet” to be used when someone visits a Chester business. The “Call Sheet” would be a brief summary of what was talked about and could be emailed to others to keep them updated. Notebook of sheets could be retained at the Town Hall.
5. EDC would like to create a list of basic questions to be asked of each business visited, at least once, gathering information about types of jobs, employees, education levels, issues concerns, etc.
6. A lively discussion around hiring a part-time economic development person for Chester, took place. Pros: Thought it would be good to have someone who could focus on retention of current businesses, bringing in new businesses and growing tourism with other communities, and managing databases. Cons: Felt a task list should be created first to see exactly what the job involves, being sure there is not a way to accomplish tasks with current employees, Selectpersons, EDC and other boards.

Meeting Adjourned at 8:45

Respectfully submitted by,

Susan Wright