

**Town of Shaftsbury**  
**Economic Development Committee Meeting**

Thursday, August 3, 2023

In person at Cole Hall and remotely via Zoom

1. Call to Order

The meeting came to order at 3 p.m. Present were committee members Martha Cornwell (chair), Rick Bennett, Emily Cowperthwaite, Marita Cockburn, and Andrea Bacchi. Town Administrator David Kiernan was also present.

2. Conflict of Interest

No one reported a conflict of interest with any item on the agenda.

3. Minutes

Minutes weren't distributed.

4. BCRC RFP

Ms. Cornwell reported that BCRC proposes to assist the committee with its work. Mr. Bennett said he wished BCRC had been more explicit about how they would help: as it is, only one-half page is devoted to a description of those tasks. Mr. Kiernan said he thought the cost estimate of \$1000 monthly was high for what they proposed to do. Ms. Cowperthwaite wondered whether we should ask others who have worked with BCRC what their experiences were. Ms. Bacchi agreed that the proposal was too sketchy. Mr. Kiernan said he'd hoped someone from BCRC would attend the meeting. Ms. Cornwell said she hoped the consultant would help, not so much with the Cole Hall/Town Green project, but with the village site assessment. Ms. Cornwell said she would reach out to Eric. Ms. Bacchi will reach out to Brian Lent and Dan Monks. Mr. Bennett will reach out to Bob Stevens. The proposal was tabled until further information is available.

5. Health Equity Survey

Ms. Cornwell said Ms. Cowperthwaite and Marita Cockburn attempted edits on the survey. Both agreed that the survey was too wordy and close to overwhelmingly complex. Ms. Cornwell said she hoped others on the committee could also edit and streamline the survey. Committee members shared their thoughts. Ms. Cornwell was asked to go back to the consultants to find out which questions must be included and to what extent other changes could be made.

6. Town Green/Community Survey Contents and Timeline

Mr. Bennett wondered what degree of detail the survey is trying to acquire. Ms. Cornwell hoped to get specifics that would help the architect hired to work on Cole Hall/Green create a rendering of the new infrastructure. Ms. Cockburn wondered whether just a few responses to a large number of options would be trustworthy (in a statistical sort of way). Ms. Cornwell acknowledged this issue, and suggested narrowing down the choices available (but offering a write-in "other" option). Ms. Bacchi will make changes over the next weekend and share them.

What should the schedule of securing survey responses be? Mr. Kiernan said the survey needs to be finished by mid-September, in order to apply for a planning grant by Nov. 1. The SB needs to hold a hearing on the grant proposal at the Sept. 18 meeting. The committee will try to make the survey live on August 8. Paper copies will also be made available at the PO, Paulins, and Cole Hall. It will contain a QR code. The survey will run to September 4. Ms. Bacchi will summarize the results for distribution by September 11.

#### 7. Press Release

Ms. Bacchi moved to send the draft press release out to the media. Mr. Bennett seconded the motion, which passed 4-0-0. Ms. Bacchi will send the document to Mr. Kiernan who will ask the SB to approve it.

#### 8. Project Updates

Mr. Kiernan said the Green will be useable by the fall. It will have room for about 25 cars.

#### 9. Action items

Mr. Kiernan will get clarification on the BCRC proposal.

Committee members will contact BCRC references.

Ms. Bacchi will get an edited survey out to the committee members this weekend.

Mr. Bennett will create survey/planning grant timeline.

Ms. Cornwell will edit the health equity survey.

Ms. Bacchi will send the press release to Mr. Kiernan for SB approval.

The next meetings of the EDC will be held on August 24 and September 7 (to draft the presentation to the public on the survey) at 3p. They will be hybrid meetings.

#### 9. Adjournment

Ms. Bacchi moved to adjourn at 3:55 p.m. Mr. Bennett seconded the motion, which passed 4-0-0.