



## **Economic Development Committee**

Town of Hinesburg  
10632 Route 116 Hinesburg VT 05461  
802.482.2281 | hinesburg.org

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### **Meeting Minutes – November 17, 2016** **Hinesburg Town Hall, 3<sup>rd</sup> Floor Conference Room – 7:00 PM**

**Present:** Melissa Levy, Steve Gladstone, Andrew Frost, Walter Hausermann, and Matt Sayre

**Absent:** Wayne Maceyka, Michael Bissonette

**1. Call to order**

**2. Additions/Deletions to Agenda**

None

**3. Review and Approve Minutes**

Approved unanimously.

**4. Discuss RLF marketing plan progress**

We discussed our work marketing the RLF. There have been articles featured in the Record and the Citizen. There have been two posts on Front Porch Forum. We will continue to post on Front Porch Forum every couple of weeks. Steve met with Chris at the National Bank of Middlebury to give him some brochures. We will post brochures around town. Walter introduced the RLF to the HBPA meeting and handed out brochures; there were 10 people. Walter will send out the PDF of the brochure to the HBPA list of 50 businesses. We should make sure that there is a posting on the Town Facebook page. It may also make sense to reach out to commercial realtors working in Hinesburg (Nedde, Redstone, Keller Williams, Blackrock, etc.), as well as lawyers (Roger Kohn and others). It may also make sense to reach out to the coffee company at the NRG building.

Melissa will check with Trevor about Will's letter of interest to be on the RLF Committee.

Steve will check in with Robin at ACEDC to see if it's possible to offer an incentive (reduced application fee) for applications received before June 30, 2017

**5. Discuss Economic Development Plan and Next Steps**

We discussed the Town Plan and the Economic Development section in particular. We reviewed the top priorities in our section to think about what work we want to embark on next. One big issue is infrastructure planning.

**6. Discuss Vacant Spaces in Hinesburg.**

Wayne has developed a map of vacant spaces that we would work with Alex to update on a regular basis. The next step is to contact vacant space landowners to confirm their inclusion on the map. We will also want to ask Alex what he needs to get this put on the Town website.

**7. Review Open Meeting Law Requirements.**

We discussed the basics of this; Melissa will bring in the materials at a future meeting.

**8. Next meeting - December 15 at the Hinesburgh Public House Fundraiser for the HBPA and the 4<sup>th</sup> of July fireworks.**

**9. Budget and Town Report**

We discussed asking for a budget (\$1,000-2,000) for RLF and vacant space inventory marketing (banner, advertising, publication costs, mailing costs) and grantwriting for work moving forward. Melissa will draft a report for the Town Report for members to review and comment on after Thanksgiving and prior to the December 16 deadline.

**10. Adjourn            8:30 pm**