Town of Bolton Economic Resource Committee  
Wednesday, April 17, 2019  
Town Office, 3045 Theodore Roosevelt Highway

Minutes

Present: Curt Hunter, Ernest Levesque, Deb Shelby, Sue Sinnamon and Allison Smith. Guest: Robin Katrick

1. **Call to Order**: The meeting was called to order at 6:15 p.m.

2. **Additions and Deletions to Agenda**: Under general business “v. Reach out to vendors results” was deleted. Added was nominating a replacement for Kyle Pratt whose term is expiring.

3. **Public Comment**: None

4. **Approval of minutes March 20, 2019**: Ernest made a motion and Allison seconded it to approve the minutes as written. All were in favor.

5. **Appointment Robin Katrick and Nick Lemire**: Robin handed out the new 2019 Spring Passport books and asked some of the committee members to take the Secret Codes for locations they were near to and post them weekly. She will be bringing passport books to local schools and businesses. Nick Lemire was not present at the meeting.

6. **General Business**

   i. **Finalize dollar amount for the Rise VT grant**: We have $233 leftover from last RISE grant that needs to be spent by June. We will be needing funds for banners (we are waiting for an estimate), t-shirts, decorating material, advertising and hot and cold cider. Deb asked that everyone have their estimates in to her by Friday, April 26.

   ii. **Marketing/promotion plan/timeline**: Allison handed out a copy of the timeline to the Committee members. Different advertising venues were discussed. Robin noted that Front Porch Forum is free and in her experience the best venue for advertising. We will also look into what it
would cost to advertise in Seven Days, other local newspapers and Facebook. WDEV Radio also has a community calendar we might check out.

iii. **Vendor outreach timeline:** Allison said that she will send out a “Save the Date” email in May or June and then a further communication in July.

iv. **Smilie School Floor Plan:** Deb handed out the floor plan to the committee members and indicated what rooms we had available to us. It was thought that the Art/Music Room would be a good place where children could be entertained while their parents toured the fair. A suggestion was made to solicit high school kids who might be interested in community service hours to watch/entertain the children. An idea of something to do that was suggested was “Paint and Hot Chocolate”.

v. **Reach out to vendors results:** Was deleted from this month’s agenda.

vi. **Reach out to schools for art contest results:** Deb will be contacting schools under the MMSU umbrella to promote participation in the logo contest and encourage them to perform at the BCF.

vii. **Banner Results:** Pack and Ship can make banners and “political” signs for us with wire stands for easy placement. Curtis is waiting for an estimate for 3 banners and 10 signs that should be coming thru shortly. The Waterbury Recreation Field allows banners to be hung for community events. They have sent us a form we need to fill out to reserve a space for a banner.

viii. **Smilie School – update on kid participation:** Deb has a meeting this Friday to talk to the school children. She will be asking them to define community as well as why it is important to have a community fair in Bolton. Per the consensus of the Committee, she will ask them if they would like to help decorate the BCF space at the school by drawing pictures of community. She will also discuss the logo contest and performances for the fair.

ix. **Nomination for New ERC Member:** Deb made a motion and Sue seconded it to nominate Robin Katrick for a two-year term to the ERC. Robin accepted the nomination. A vote was taken and all were in favor.

7. **Agenda for Next Meeting:** The Bolton Community Network, Smilie Community Association, Energy Committee and any other partners will be invited to it.
8. **Adjournment:** A motion was made by Ernest and seconded by Deb to adjourn the meeting at 7:31. All were in favor.

Respectfully Submitted by Sue Sinnamon

[Signature] Date 5/15/19

Chair/Co-Chair

[Signature] Date 5/15/19