Bolton Economic Resource Committee
Charge and Membership

**Charge.** The Bolton Select Board, pursuant to 24 V.S.A. § 4433(1), hereby establishes the Bolton Economic Resource Committee as a standing volunteer town committee, charged with advising the Select Board and the Planning Commission on policies, initiatives and programs to promote sustainable community and economic development in the Town of Bolton. This committee shall:

1. Develop and maintain an inventory of the town’s economic base, including local businesses, commercial properties, and community assets.
2. Create and maintain a web page on the town website of local businesses, to be reviewed and updated twice annually to maintain accurate listings. This page will include a statement that inclusion on the page is not an endorsement of the business by the town.
3. Meet and consult with local business owners and area chambers of commerce, business alliances, development officials, etc. to identify economic development opportunities and constraints.
4. Research and recommend policies, programs and specific to implement the economic development section of the Bolton Town Plan; and to strengthen and increase investment in the local economy, build on local assets, promote the growth of existing businesses, and attract new businesses that are compatible with and will maintain Bolton’s distinctive character.
5. Organize and host special events.
6. Research and compile a listing of relevant available community and/or economic development resources and grants, to take advantage of outside funding, assistance and incentive programs.

**Membership.** Committee membership shall consist of at least three members. All members shall be appointed by the Select Board for staggered two or three-year terms and serve on a volunteer basis. The majority of committee membership shall be residents of the Town of Bolton, but the committee may also include representatives of businesses located in town. Committee officers, to include a Chair and Clerk, shall be elected annually by the committee.

**Responsibilities.** In meeting its charge, the Economic Resource Committee shall:

- Serve in an advisory capacity and report directly to the Select Board and Planning Commission.
- Consult and coordinate committee activities with town staff, officials, boards and commissions.
- Conduct its business in accordance with Vermont’s Open Meeting Laws (1 V.S.A. §§ 310 et seq.). All meetings of the committee, as called by the Chair, shall be held at the town office or other public facility, and shall be publicly posted and noticed in advance and open to the public. All committee meeting agendas and minutes shall be posted on the town website.
- Transmit committee agendas, meeting minutes, transactions and supporting documentation to the Town Clerk, to be maintained as public records on file at the town office.

As approved by majority vote of the Bolton Select Board on May 6, 2019.

For the Bolton Select Board:

[Signature]

Mica Cassara, Chair