

**Waterbury Community Development Committee
Minutes of the July 11, 2007 Meeting**

Present: Carol O'Neill, Chair, Gary Griswold, Larry Noles, Milly Badger, Ted Schultheis and Ken Feld

Absent: Mary Miller and Steve VanEsen

The Meeting began at 6:00 pm.

On a motion by Ted Schultheis and seconded by Larry Noles, the minutes of the June meeting were approved and seconded. There being no discussion, the minutes were approved.

Milly informed the Committee the Web-Manager is drafting a job description for the Committee to review so WCDC can interview/hire a Web-Manager by year's end.

There will be no meeting of WCDC in August because of vacations.

Milly discussed the Business Listing Fee WCDC would like to charge to those businesses listed on the Waterbury website. Milly told the Committee the Town Manager advised WCDC should have a valid reason to charge the fee, ie., offset charges to the website, provide a self-sustaining website, etc. After much discussion, the Committee concluded we would not charge a fee at this time.

The Committee reviewed Ken's draft of the business letter to be sent to Businesses on the WCDC website, suggested changes and Ken will email the revised letter for Committee approval. Ken told the Committee he needed some assistance doing a mail-merge. Ken will contact Missy Parks to ask for help. Ken will get back to the Committee with her answer.

WCDC is planning a 'Business Mixer' in the Fall. Carol will contact Ms. Sam Matthews of CVCED to ask if she would be willing to be our guest speaker and let us know the date Ms. Matthews can be available.

Carol sent a letter to the Municipality endorsing the grant application for the State.

The Committee is in the process of reviewing the Loan Application and setting up a joint meeting of the municipal boards to review the Loan Application in the Fall.

With no further business to come before the Committee, the meeting adjourned at 7:25 pm.

Sincerely,

/s/ Mildred Badger

Secretary, WCDC