

**Waterbury Community Development Committee
Minutes of November 10, 2004 Meeting**

Present: Carol O'Neill, Chairperson, Ted Schultheis, Steve VanEsen, Ken Feld,
Mary Miller and Mildred Badger

Absent: George Woodard, Missy Parks and Mary O'Leary (LOA)

The meeting began at 6:05 pm.

Ted S. made a motion to approve the minutes of the September 8th and the September 23rd meetings. Mary Miller seconded the motion. There being no discussion, the minutes were approved.

The minutes of the October 13th meeting were discussed and the minutes were amended to reflect the discussion of the payment of the registration of the Waterbury Logo.

Ken F. made a motion to approve the minutes of the October 13th meeting, as amended, and Ted S. seconded the motion. There being no further discussion, the minutes were approved, as amended.

Mary M. made a motion that we go into Executive Session and Carol seconded the motion. The Committee went into Executive Session at 6:15 pm.

The Committee came out of Executive Session at 6:40 pm. The Committee took no action as a result of the Executive Session.

Although Missy was absent, she sent an e-mail to the Committee Members discussing the update on the web project. Missy also included her ideas about WCDC efforts and projects.

Carol mentioned that the web site was on target but that Steve L. needs to make updates or get current information on the web site.

The Committee was told the confirmation letter from the Town of Waterbury confirming Ken as representative to the CVEDC Board has not yet been written. The Committee suggested that Carol draft the confirmation letter to Richard Angney of CVEDC and bring it to Bill S. for his signature.

Carol assigned the following tasks to Committee Members:

1. Redesign web/Business listing – Ken and Missy
2. SBA project – Mary
3. Loan application – Carol and Milly
4. Process Map for application – Ted, Steve and Missy
5. Budget – Milly

Carol asked the Committee to complete as much as they could on the above projects and bring to the next Monday morning meeting. (11/22/04)

The Committee shared their ideas for projects/events for the coming year. The list includes:

- a) hosting an annual business get together for local businesses
- b) participate in a reduced price fuel purchase program
- c) conduct a workers compensation discussion for local businesses
- d) establish a 'welcome wagon' in Waterbury to welcome new businesses/residents
- e) have a WCDC committee member be a representative on the Central Vermont Chamber of Commerce
- f) sponsor a unique event that promotes Waterbury, such as an annual race on the Winooski River (two man kayak, canoe race, etc)
- g) find out what kinds of technical assistance local businesses need and generate programs, SBA, SCORE, etc. – have WCDC bring to Waterbury State & Federal people to discuss resources available to help existing businesses
- h) consider a 'roundtable' gathering with all area businesses including organizations and not-for-profits – review WCDC's mission/charter and be sure each effort WCDC takes supports the mission/charter
- i) consider doing a write-up in Exit 10 and get quotes from lots of business people about a 5-year vision of business in Waterbury
- j) presentation by the Small Business Development Center – a 7:30-9:00 am session at the Best Western – invite 100 area businesses and plan for 50
- k) co-sponsor a Legislative Breakfast with the Rotary
- l) invite Joel Schwartz, Executive Dir. of the St. Johnsbury Economic and Community Development to discuss how this position is set up, what he does, impact of full time person on bringing business to his town – target audience: Town Manager, all official boards and others?
- m) invite the Central VT Chamber of Commerce to do a mixer in Waterbury

As we ran out of time, if members have any other ideas or projects, please e-mail to the Committee for inclusion in the minutes.

The meeting adjourned at 7:30 pm.

Respectfully submitted,

/s/ Mildred Badger

Mildred Badger

