ECONOMIC DEVELOPMENT COMMISSION
PUBLIC NOTICE OF MEETING

Meeting Type: **Regular**
Date: **Wednesday, September 9, 2015**
Time: **8:00 a.m.**
Place: **Town Manager's Office, Conference Room**
Address: **43 Bombardier Road, Milton, Vermont 05468-3205**
Contact: **(802) 893-1186**
Website: **miltonvt.org**

Donna Barlow-Casey, Ex-Officio Chair
Courtney Landin, Business Member
Lou Mossey, Community Member
John Barone, Ex-Officio
Jeanne O'Bryan, Business, Member
Lori Donna, Community Member
Vacant, Milton Business Association
Vacant, Business Member
Vacant, Community Member

AGENDA

1. Call to Order

2. Attendance

3. Agenda Review

4. Public Forum
The public may attend and be heard in accordance with Vermont's Open Meeting Law (1VSA312).

5. Staff Update

6. Old Business
None

7. New Business

7(A). State of the Commission
Action: Take stock and discuss priorities, structure, meeting times, and new members.

8. Approval of Minutes
8(A) February 11, 2015

9. Adjournment

Jacob Hemmerick, Planning Director

Filed in the Town Clerk's Office. Posted in the Municipal Building Lobby, Planning & Economic Development Department, Town's Facebook page, Town's DRB webpage, Middle Road Market, Milton Beverage, & Rene's Discount Beverage. E-mailed to the Regional Planning Commission, Burlington Free Press, Milton Independent, & LCATV.

TOWN OF MILTON
Planning & Economic Development Department
43 Bombardier Road
Milton, Vermont 05468-3205
(802) 893-1186
miltonvt.org

MEMO

TO: Economic Development Commission
FROM: Jacob Hemmerick, Planning Director
DATE: September 2, 2015
SUBJECT: STATE OF THE E.D.C. SURVEY

Now is a great time to take stock of where we've been and where we're headed. This item is meant to focus a discussion on ways to reenergize the EDC in fulfilling its mission to enhance Milton's economic future.

Discussion items:

- What are three key priorities the EDC should be focusing on in FY16 & 17?
- Should the structure or composition of the EDC be amended?
- What can the Town do to ensure regular and worthwhile attendance by members or their designees?
- If you were to choose between the following weekday meeting times, what would work best for you: early morning, midday; late afternoon; evening?
- Can you identify two or three people who you think would be valuable additions to the EDC?

Membership Status:

- Town Manager, Ex-Officio Member & Chair
- Superintendent of Schools, Ex-Officio
- **Member of the MBA, Vacant (3-year term ending June 30, 2018)**
- Business Members:
  - Courtney Lamdin, (3-year term ending June 30, 2018)
  - Jeanne O'Bryan, (3-year term ending June 30, 2016)
  - **Vacant, (3-year term ending June 30, 2018)**
- Community Members:
  - Lou Mossey III, (3-year term ending June 30, 2017)
  - Lori Donna, (3-year term ending June 30, 2016)
  - **Vacant, (e-year term ending June 30, 2018)**

2013 Economic Development Goals

(Derived from "Milton's Economic Development Goals – Prioritized by Function, Last Updated: February 8, 2012.")

FUNCTION: Outreach/Communication

- Continue to interview existing businesses regarding new amenities which would improve the business climate and attract more shoppers and new retailers, and to identify the attributes that they find most and least attractive about doing business in the Town of Milton.
- Continue to meet with new businesses and periodically maintain contact.
- Continue business visits; follow-up with existing expansion prospects and top ten stakeholders.
- Involve businesses in ongoing streetscape planning. (Planning Commission public forum scheduled for 2/21/12. A survey has also been distributed.)
- Work with other agencies that have the resources to attract complementary professional uses to the Town Core.
- The Town and Husky should work together to encourage the integration of strategically and compatibly aligned businesses to be located at the campus, enabling the GBIC and the Town to market the campus as a regional, industrial economic cluster.

FUNCTION: Infrastructure

- Continue to pursue expansion of public infrastructure including water, wastewater, sidewalks, and an expanded road network throughout the Town Core and into immediately adjacent areas.
- Ensure improvements to the Railroad Street/Middle Road/Route 7 intersection project are emphasized as integral to overall Town Core improvements and economic development (e.g. this project should be included in Town Core studies/strategies).
- Staff researches and develops methodology for land bank at Bove Property (as a measure to mitigate development impacts on other properties) for consideration by appropriate boards.
- Staff identifies more grant opportunities for infrastructure improvements.
- The Town should stay aware of any potential development for the 5+ -acre Town Core brownfields site and be prepared to partner as grant applicants.
- An effort should be made to better define the Town Core and to create a sense of place unique to this area.

FUNCTION: Marketing

- Develop outreach strategy to be used by Staff & EDC to recruit & retain businesses.
- Continue to Work with regional marketing entities such as GBIC and the Chamber of Commerce to promote and market Milton's improved industrial sites to firms making regional inquiries.
- Develop an economic development web-based outlet using social media (e.g. LinkedIn) and the Town's website.
- Develop an inventory of available commercial space and building lots. (This is known informally, but should be formalized).
- Work with GBIC on rebranding an additional sign at the Catamount Industrial Park.
- Develop marketing materials which clearly describe the Town's assets, sites, amenities, and long-term vision.

FUNCTION: Policy/Legislative Issues

- Continue to advocate on the Town's behalf to the State regarding economic development policies and initiatives.
- Continue to prepare annual summary of economic issues and opportunities available to the Town and present it to the Selectboard and key stakeholders for their consideration.
- Continually work to ensure that municipal leaders, staff, the business and non-profit communities, educators and others are presenting a positive image of Milton and are prepared and educated to act as ambassadors and advocates for Milton, in order to create positive public perception of the Town.

FUNCTION: Planning/Zoning/Permitting Issues

- Enhance pedestrian-friendly environments incorporating streetlights, street trees, signage and public spaces and develop guidelines for these streetscape elements.
- Maintain flexibility of uses in the Town Core and simplify the permitting process for new development both within and outside of the Town Core.

FUNCTION: Ongoing Items

- Prepare an annual summary of economic issues and opportunities available to the Town and present it to the Selectboard and key stakeholders for their consideration.

ECONOMIC DEVELOPMENT GOALS		Status	Responsibility	Guiding Document(s)
3.1.	***Economic Development - Outreach/Communication***			
3.1.2.	Maintain contact with new businesses, follow up with expansion prospects and top 10 stakeholders. Develop outreach strategy to recruit and retain businesses.	Improvement Committee looking into	EDC	Comp Plan
3.1.3. and 3.3.7.	Develop a catalog of all local firms that fit the CEDS cluster industry framework. Gather info about existing businesses to find out what they like and don't like about doing business in Milton. Develop an inventory of available commercial space and building lots.	Have a general list	EDC, Staff	Comp Plan
3.1.4.	Work with resourced agencies to attract high-value professional uses to Town Core.	Work with GBIC	EDC, Staff	Comp Plan, TIF
3.1.5.	Investigate incentives to attract a sit-down restaurant to Town, which may include grant money and other incentives or programs.	None	EDC	Comp Plan
3.1.9. and 3.3.2.	Work with Husky to encourage the integration of aligned businesses to locate on their campus to make it a regional industrial economic cluster. Work with regional marketing entities such as GBIC and the GCRCC to promote and market Milton's improved industrial sites to firms making regional inquiries.	Business guide complete, GBIC expressed interest	Staff, Selectboard	Comp Plan, TIF
3.2.	***Economic Development-Infrastructure***			
3.2.1.	Continue to pursue expansion of public infrastructure including water, wastewater, sidewalks, and an expanded road network throughout the Town Core and into immediately adjacent areas.	Current work on PC amendments for guiding map	Planning Commission, Selectboard	TIF, Copmp Plan, CIP, Public works ordinances
3.2.8.	Ensure improvements to the Railroad Street/Middle Road/Route 7 intersection project are emphasized as integral to overall Town Core improvements and economic development.	State working on project. 5 years out	State, Selecctboard	TIF, Comp Plan, CIP
3.2.13.	Pursue getting the restriction on connections to municipal sewer from the industrial area located to the west of I-89 lifted from the Town's Act 250 permit, to make this area more attractive for industrial development.	PC talking about study later in year	Planning Commission	Comp Plan
3.3.	***3.3: Economic Development - Marketing***			
3.3.3.	Develop marketing materials which clearly describe the Town's assets, sites, amenities, and long-term vision, and distribute these materials working with regional and state agencies or organizations to promote Milton. Work with regional marketing entities to educate the public and merchants about retail sales leakage and encourage a "buy-local" mentality to capture more local dollars.	Business Guide	EDC, Staff	Comp Plan, Economic Development Study
3.4.	***Economic Development - Policy/Legislative Issues***			

ECONOMIC DEVELOPMENT GOALS		Status	Responsibility	Guiding Document(s)
3.4.1.	Continue to advocate on the Town's behalf to the State regarding economic development policies and initiatives. Continue to work with the legislature and TIF stakeholders on revisions to TIF statute.	During legislative sessions	Staff, Selectboard	Comp Plan
3.4.3.	Continue to recruit new EDC Members to fill the available spaces. Revise the EDC Resolution to allow individuals to appoint alternate, high-ranking representatives of their businesses to attend EDC meetings when they are unable to do so.	Always recruiting	EDC, Selectboard	EDC Resolution
3.4.4.	Continue to prepare an annual summary of economic issues and opportunities available to the Town and present it to the Selectboard and key stakeholders for their consideration.	to do list for EDC	EDC, Selectboard	Comp Plan
3.5.	***Economic Development – Planning/Zoning/Permitting Issues***			
3.5.1.	Enhance pedestrian-friendly environments incorporating streetlights, street trees, signage and public spaces and develop guidelines for these streetscape elements. Involve businesses in streetscape planning.	PC working on this currently	Planning Commission, DRB	Comp Plan, Zoning Regs
3.1.3.	Identify existing external incentives and design local incentives for industrial and commercial prospects to give Milton a competitive advantage.	thinking about industrial tax credits with Colcester	Staff, EDC	Comp Plan

Resolution

RESOLUTION RESTRUCTURING THE ECONOMIC DEVELOPMENT COMMISSION AS THE ECONOMIC DEVELOPMENT ~~BUSINESS AND COMMUNITY ADVISORY~~ COMMISSION

WHEREAS, the Milton Selectboard understands the importance of economic development and formed an Economic Development Commission on May 2, 1994 for the purpose of pursuing ways to enhance the Town of Milton's economic future; and,

WHEREAS, the Milton Selectboard commissioned an Economic Development Strategy, which has recommended the restructuring of the Economic Development Commission to include a combination of business and community advocates; and,

WHEREAS, the Economic Development Commission is in agreement that such a restructuring is in the best interest of the Town of Milton; and,

~~**WHEREAS,** the Milton Selectboard believes the restructuring of the Economic Development Commission into the Economic Development Business and Community Advisory Commission (hereafter "EDBCAC" or "Commission"), is desirable; and~~

WHEREAS, the Milton Selectboard believes the community representatives shall be selected from among the eligible voters of the Town of Milton and the business representatives shall be selected from the highest ranking members of businesses operating within the Town of Milton; and

WHEREAS, the Milton Selectboard wishes for the Economic Development ~~Business and Community Advisory~~ Commission to be an independent and self-sustaining organization whose initial members shall be appointed by the Selectboard, but whose successor members shall be appointed by the EDB~~C~~AC itself, except for community representatives who shall continue to be appointed by the Selectboard; and

WHEREAS, pursuant to Section 305 of the Milton Town Charter, the Milton Selectboard has the authority to create such a Commission, and the Selectboard may designate the membership and responsibilities of such a Commission.

NOW, THEREFORE BE IT RESOLVED, the Milton Selectboard does hereby restructure the Economic Development Commission into an Economic Development Business and Community Advisory Commission which will have the following composition and function; and

BE IT FURTHER RESOLVED, that such Economic Development ~~Business and Community Advisory~~ Commission shall be composed of the following:

1. Said Commission shall consist of not less than nine nor more than fifteen voting members,
2. Three of these voting members shall be community representatives appointed by the Milton Selectboard. Initially, one member shall be appointed for a one (1) year term, one member for a two (2) year term and one member for a three (3) year term. Subsequently, terms shall be for three years. Initial appointments in this category of membership shall be from among the remaining community representatives of the Economic Development Commission, should they be interested in serving;
3. One of these members shall be or represent the Superintendent of Schools;
4. One of these members shall be the Town Manager, who shall serve as Chair of the Commission;
5. No less than four, nor more than nine, members shall represent ~~be~~ the highest ranking representatives of businesses within the Town of Milton, one of whom shall be recommended by the Milton Business Association, or its successor organization, if a successor organization exists. The initial membership in this category shall be appointed by the Milton Selectboard such that one third of such members are pointed for initial terms of one (1) year), one third for initial terms of two (2) years and one third for initial terms of three (3) years. Thereafter, successor members shall be appointed by the Commission itself for three year terms. If the initial membership does not consist of the maximum number of business representatives, individuals appointed subsequent to the Selectboard's appointment of initial membership shall be considered successor appointments, Every reasonable effort shall be made by the Selectboard and the EDC to ensure the business appointments are representative of the various business interests in the Town of Milton; and

BE IT FURTHER RESOLVED, the Economic Development ~~Business and Community Advisory~~ Commission shall have advisory responsibilities such as, but not limited to, the following:

1. Advise Town of Milton Staff and Selectboard regarding work toward continuing infrastructure improvements to facilitate and encourage appropriate business investment;
2. Advise Town of Milton Staff and Selectboard regarding the development of promotional materials for public education and promotion of Town of Milton economic development goals and objectives;
3. Advise the Town of Milton Staff and Selectboard regarding methods to be used in the implementation of the Economic Development Strategy and the hiring of consultants to assist with said implementation:
4. Assist in the evaluation of existing taxation policies and methods;
5. Assist in the evaluation of proposed amendments to the Zoning and Sub-division Regulations;
6. Assist in the development of means to promote the Town regionally;
7. Assist in the evaluation of existing land use policies as they relate to strengthening the Town's tax base;

8. Advise the Town of Milton Staff and Selectboard regarding means the advocate for business interests;
9. Assist in educating the public regarding economic issues facing the Town;
10. Advise the Town of Milton Staff and Selectboard in the conduct of studies to monitor economic trends in the Town, region and state; and

BE IT FURTHER RESOLVED, the Milton Selectboard hereby authorizes vacancies among the community representatives for this Commission be advertised and filled within a reasonable amount of time, and the Commission, when a quorum is appointed and constituted, shall be granted the authority to develop its own set of procedural by-laws; and

BE IT FURTHER RESOLVED, this new Commission shall become effective as soon as at least a majority of the minimum Commission membership shall be appointed by the Selectboard.

Date: 10-20-14

Milton Selectboard:

Filed with the Town Clerk: _____ Attest: _____
Dated: Oct. 21, 2014

PROCEDURAL BY-LAWS OF THE MILTON ECONOMIC DEVELOPMENT COMMISSION

The purpose of these By-laws is to assist the Milton Economic Development Commission (hereinafter referred to as the "Commission") with carrying out its duties, meeting its responsibilities, and avoiding misunderstandings by establishing precise rules of procedure. By identifying what is required of the hearings, record keeping, and Commission determinations, cases may be handled more effectively and efficiently, resulting in greater protection for the Town and more equitable treatment for applicants.

ARTICLE I – GOVERNING RULE

The Commission shall be governed by the provisions of the *Town of Milton Charter*, and all other applicable State statutes, local laws, ordinances, and these By-laws.

ARTICLE II – OFFICERS AND DUTIES

1. The makeup of the Commission and the terms of the Commission members are in accordance with the August 21, 2006, Resolution of the Milton Selectboard. In accordance with said Resolution, the Town Manager shall serve as the Chairperson of the Commission. A Vice-Chairperson and a Clerk shall be elected by a majority vote of all members present and voting at the first meeting of the fiscal year.

2. The Chairperson shall preside at all meetings and hearings of the Commission, decide all points of order and procedure, and appoint any subcommittees that may be found necessary.

3. The Vice-Chairperson shall assume the duties of the Chairperson in his/her absence.

4. The Clerk shall assume the duties of the Chairperson in his/her and the Vice-Chairperson's absence.

5. The Town's Planning Staff representative shall notify members of the expiration of their terms thirty (30) days before it expires.

ARTICLE II – MEETINGS

1. The date and time of all regular meetings of the Commission shall be determined at the annual organizational meeting.

2. The Commission may schedule work sessions as needed to complete its work or to effectively involve the public in the decision making process.

3. The Commission may schedule special meetings regarding any matters it sees fit.

4. The Commission may schedule duly warned public hearings, pursuant to the *Town of Milton Charter*.

5. Members shall be notified by the Town's Planning Staff representative as soon as possible concerning any cancellations or special meetings.

6. Members shall notify the Chair of the Commission and the Town's Planning Staff representative by 4:00 p.m. the day prior to a morning meeting or 4:00 p.m. the day of an evening meeting if unable to attend a regular meeting, special meeting, or public hearing.

7. A quorum shall consist of a majority of the members of the Commission.

8. The order of business at all regular meetings of the Commission shall be as follows:

   a. Call to Order
   b. Public Forum
   c. Agenda Review
   d. Agenda Items
   e. Development Update
   f. Other Business
   g. Approval of Minutes
   h. Adjournment

9. For work session items dealing primarily with proposed regulatory changes, the following general rules may apply:

   a. Subcommittees may be appointed, as necessary.

   b. Membership by members of the community shall be encouraged.

   c. The subcommittees shall arrange for times convenient to all members.

   d. The Commission shall prepare advisory reports to the Selectboard with regard to such regulatory changes and shall present its findings to the Selectboard.

ARTICLE IV – ATTENDANCE

A provision for continued service on the Commission by any member shall be a good attendance record. Any member with unexcused absences for three (3) consecutive regular meetings or six (6) cumulative regular meetings in a year may, by majority vote of the entire Commission, be removed from the Commission (business members) or be recommended to the Selectboard for removal from the Commission (community members). Excused absences shall be approved by the Chairperson; valid excuses shall be: sickness, vacations, death in the family, or other municipal business.

ARTICLE V – CONFLICT OF INTEREST

Members of the Commission are governed by Section 701 of the *Town Charter*, which reads:

(a) A member of any appointed or elected board or commission or appointed or elected person or any person employed by the Town or School District of Milton shall not solicit or receive directly or indirectly any gift or compensation for recommending or voting on any finding, ruling, decision or report, or voting to procure any service, thing or supply purchased with public funds.

(b) Nor shall any such member or employee receive directly or indirectly anything of value by contract or otherwise from the Town or School District unless it is received:

(1) As a result of a contract accepted after a public bid in accordance with law.

(2) In public recognition of service or achievement.

(3) As regular salary or expenses allowed by law for official duties performed as a member of such board or commission.

(4) For employment otherwise authorized by law.

(c) No Board or commission member shall vote on any contract or purchase in which he or she has a direct or an indirect interest.

In addition, no Commission member shall vote on any issue in which he/she has a direct or an indirect interest.

ARTICLE VI – RECORDS

1. All records of the Commission shall be public and shall be kept on file at the Milton Town Planning Office. Records shall be available for inspection by any person upon request after five (5) days from the date of any hearing or meeting. Any request to view records of the Commission shall be made by appointment with the Town's Planning Staff representative, which must be set within five (5) working days of the request.

2. Draft minutes of meetings shall be recorded in the Milton Town Clerk's office within five (5) days and finalized by the Commission at the next regularly scheduled meeting.

ARTICLE VII – PROCEDURES

1. All motions shall be worded positively in order to be considered proper. Negatively worded motions shall be considered out of order.

2. All motions shall carry when they receive an affirmative vote of no less than a majority of Commission members present.

3. A polled vote shall be taken on any motion when called for by a Commission member. A polled vote, when taken, shall be in alphabetical order.

4. Robert's Rules of Order shall determine procedural matters unless otherwise specifically set forth in this By-law.

5. Citizens shall be recognized for comment at the discretion of the Chairperson.

6. Any person may request to be placed on the agenda of the Commission. The agenda shall be set by the Chairperson of the Commission. Other members, staff, and the public may contact the Chair directly, or the Town's Planning Staff representative directly, to request that particular items be placed on an agenda of the Commission.

7. The Town's Planning Staff representative shall be responsible for scheduling all items on the agenda for the upcoming meeting. If the Town's Planning Staff representative determines that there are more items proposed for the agenda than can be reasonably dealt with at the upcoming meeting, the Town's Planning Staff representative shall schedule the time for the following meeting upon approval by the Chairperson. In this instance, the Town's Planning Staff representative shall ensure that the person requesting he item is informed of the meeting date for which the item has been scheduled.

8. The Town's Planning Staff representative shall be responsible for preparing and distributing the agenda, along with the minutes of previous regular and special meetings, and other agenda items, to the Commission members no later than three (3) days prior to the meeting date.

9. In absence of the Town's Planning Staff representative, all administrative functions shall be carried out by the Clerk of the Commission.

ARTICLE VIII – RULES OF CONDUCT AT COMMISSION PUBLIC HEARINGS AND MEETINGS

At all warned hearings of the Commission, or at any Commission regular meeting involving the presence of members of the community, the following rules of conduct shall be applied:

1. The Chairperson shall direct the person setting forth a proposal to present such proposal.

2. The Chairperson shall ask if there are any persons present who have comments with regard to the proposal. The Chairperson shall then ask each person who has any comments or questions to step forward, state his or her name, and ask their questions. Depending on the proposal being discussed, the Chairperson may decide to limit the questions or comments to a maximum of five (5) minutes per person. The person setting forth the proposal shall then be given an opportunity to respond before the next person is asked to step forward.

3. After all persons have been heard, the Chairperson shall open the discussion to members of the Commission. Such discussion shall occur in an orderly fashion, with no more than one person speaking at any given time.

4. If more questions from persons present result from the discussion, the Chairperson shall repeat the procedure set forth in number 2 above.

ARTICLE IX – AMENDMENTS

These rules may be amended at any regular meeting by an affirmative vote of a quorum of the Commission provided that such amendment has been presented in writing to each member of the Commission at least five (5) days preceding the meeting at which the vote is taken.

Dated: September 14, 2011

_____, Chair
Brian Palaia, Town Manager

Filed with the Town Clerk _____

Signed: _____

Minutes of
TOWN OF MILTON
ECONOMIC DEVELOPMENT COMMISSION
February 11, 2015

Members Present: Paul Bohne, acting Chair; Andrew Bessy; John Gifford; Louis H. Mossey III; Courtney Lamdin; and Tony Micklus
Members Absent: John Barone; Curt Carter; Lori Donna; Jeanne O'Bryan
Staff Present: Katherine Sonnick, Planning Director, Ann Janda, Management Intern
Visitors Present: None

Call Meeting to Order: Paul Bohne, acting Chair, called the meeting to order at 8:05 am. Paul welcomed everyone and introduced Ann Janda, who will be sitting in on future EDC meetings.

Public Forum: None.

Agenda Review: None.

Development Update: The Economic Development Commission (EDC) talked about the application from Camp Precast before the DRB. The proposal is for an expansion of the business as well as cleaning up the site by adding outdoor storage structures. They also talked about the senior housing going into town on Hadyenberry and Cathedral Square's proposal on Bombardier Road. The EDC spoke of the closing of the Apollo diner and discussed how to help with the potential of a new sit down Italian restaurant opening up in the space. Tony and Ann will look into the current financial status of the site and Andrew noted he would be happy to contact the Boves. Other ideas were to contact the Marketplace and NECI. Katherine also noted that the Planning Commission has worked on Interim Zoning regulations that should be warned by the Selectboard on February 17th. The proposal is to put residential development and public warehousing on hold while the Planning Commission can plan better for development in the downtown. Residential development has outpaced commercial development and it is important to take a look now while the town can develop more like people want. Tony noted that there is a lack of professional space in town as well and the Planning Commission intends to look into how to attract this type of business as well.

Other Business: The next meeting is scheduled for March 11, 2015. Katherine announced that she was leaving Milton to be the planner in Jericho. She noted how she has appreciated working with the members of the EDC.

Review and Approval of Minutes: John Gifford voted to approve the November 20, 2014 minutes, seconded by Andrew Bessy. All present voted in favor. Motion passed.

Adjournment: John Gifford made a motion, seconded by Tony Micklus, to adjourn the meeting at 9:10 a.m. All present voted in favor. Motion passed.

Respectfully submitted,

Date Approved:_____

_____
Paul Bohne, acting Chair

_____
Katherine Sonnick, Planning Director