

Essex Economic Development Commission (EDC)
Regular Meeting Minutes
November 7th, 2024 8:00AM
81 Main St., Essex Junction, and Zoom
Draft Minutes Submitted by Clerk Igor Polenov, November 7th, 2024

Attendees

Commission Members:

Present: Igor Polenov, Clerk; Ken Signorello, Vice Chair; Keith Dunbar

Remote: Rebecca Robinson, Chair

Absent: Nick Fukuda

Staff: Jean O'Sullivan

Public: Irene Wrenner, Patti Davis

Partners: Sam Anderson, GBIC

Meeting called to order by Robinson at 8:05 AM.

Updates to the Agenda:

Robinson motioned to add Welcome to New Members (Keith & Igor) with a new member potential to become Clerk, and to discuss Meeting times. **Seconded Signorello, passed (4-0)**

Clerk nomination from Signorello for Igor Polenov, seconded by Robinson, passed (4-0).

Public To Be Heard: None

Motion to Approve 10/3/24 Minutes by Robinson, Seconded by Signorello, Passed (4-0)

Partner Updates: GBIC, Sam Anderson

Sam shared the Governor & Cabinet came for a visit to Chittenden County with Essex on the tour; they visited Glavel.

Based on the State Election Results & State Legislature not having a super majority in the new administration and legislature, there is a hope for more partnership on housing, workforce planning and education.

Municipalities have pressure to ensure infrastructure for buildings and future development. The regional commission is putting together the list of grant final applicants for the year of 2025 (Spring and Fall). There have been 9 applicants invited to apply with full application.

Business Updates

Discussion on Meeting Time @ 8am. This led to confirmation of maintaining the current time of 8am on the first and third Thursday of each month.

Explore Essex Update – Nick and Jean will share update at next meeting.

EDC Commissioner update to Selectboard Robinson shared overview of highlights and actions taken by EDC in 2024. This was shared on 11/4/24 at Selectboard Meeting. Robinson to send formal memo

with 2024 highlights.

Budget Recommendations O’Sullivan requested EDC provide input on budget starting in July 2025. Specific items brought up for consideration include farmers market, food trucks, other projects. EDC to compile potential requests and bring to the next meeting.

Staff Update

O’Sullivan reviewed 4 key projects with support requested from EDC Commissioners.

Town Website & Doing Business for EDC – Polenov volunteered to work with Jean & Town Staff.

Explore Essex & Small Business Saturday (Nov 30th) - Rebecca, Keith, Igor volunteered to get flyers from town staff, reach out to small businesses. O’Sullivan to share flyers and social media plan. Robinson to share questions for EDC Commissioners to discuss with business owners.

Agricultural Business O’Sullivan requested for an EDC Commissions to partner with staff on Survey to understand the agricultural businesses in Essex, understand the pressures they're facing, and where we can potentially support these businesses based on their needs. Dunbar volunteered to work with staff.

Child Care Regulation Edits O’Sullivan and Signorello to partner on adjustments for resolution.

Signorello motioned to recognize the projects identified in the staff update with all the volunteers to work on behalf of the EDC. Robinson seconded, passed (4-0)

Robinson stated the next meeting will be on November 21st, 2024; Polenov will reach out to Market 32 with Robinson as backup to attain a business.

Robinson moved to adjourn the meeting at 8:59 am, Seconded by Signorello, Passed (4-0).

Meeting adjourned at 8:59am

Meeting Recording available at [Economic Development Commission - November 7, 2024](#)