

**Bi-Town Economic Development Committee  
Meeting Minutes  
via Zoom  
Monday, June 12, 2023**

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Members present via Zoom: Eric Durocher, Tom Fitzgerald, Vicki Capitani, Gretchen Havreluk, Bethaney LaClair, Bill Benneyan

Also present via Zoom: Shannon Wheeler, Samantha Kondracki

**Meeting called to order at 12:04 PM by Chair Eric**

- I. Public Comments: *None*
- II. Approve minutes of May 4th:
  - a. Motion to approve by Bethaney, seconded by Vicki. Motion approved.
- III. Discuss and Approve Committee Charge Changes:
  - a. Eric presented proposed changes as listed in attached Charge
  - b. Motion to accept changes to charge as listed made by Bill, seconded by Gretchen. Motion approved.
- IV. Motion to adjourn by Tom at 12:09 PM, seconded by Bill

Next meeting: Thursday, July 6 at 8am

Respectfully submitted,

Shannon Wheeler  
Economic Development, Town of Dover

**Bi-Town Economic Development Committee**  
**Dover and Wilmington**  
**Charge 2023**

**Primary Goals of Committee:**

To assist in the implementation of local and regional economic development goals of strategic studies —such as the *Strategic Economic Development Plan for Dover and Wilmington, Vermont (Mullin) and SoVermont* Comprehensive Economic Development Strategies (~~CEDS produced by SeVEDS and RED~~) — assess goal achievement, initiate activities designed to support strategies, as well as continue to build ties and trust between the towns.

**Roles of Committee**

**Assist in Implementation of Local and Regional Economic Development Goals**

- Recommending ideas regarding strategies to achieve goals
- Reviewing strategies and implementation plans
- Serving as a liaison to Selectboards as to strategies
- If strategies are approved, assisting in the analysis and measurement of strategy achievement
- Evaluate most effective working relationships with other economic development entities working within the region

**Project**

- Reviewing and recommending projects based on overall strategies and studies, including ~~Mullin Report~~, CEDS and ~~FEMA Long Term Recovery Plan for Wilmington and Dover~~
- Participating in project implementation plan as appropriate
- ~~Marketing sub-committee plans and reporting for summer marketing campaign initiatives~~
- ~~Housing sub-committee for focus on senior and workforce housing initiatives~~

**Short-Term Activities**

- Identifying short-term activities to show immediate successes
- Assessing whether short-term activities strengthen bi-town ties
- Approving short-term activities for which there is budgeted revenue
- Suggesting current standing committees or other appropriate organization within towns to implement activities

**Legislative/Political Activities**

- Recommending to Selectboards positions towns may want to take regarding proposed legislation
- Planning out strategies as to how to influence legislation
- Implementing actions, such as forums, designed to give area influence with political leaders regarding economic development

**Additional Activities**

- Carry out other charges agreed upon by both Selectboards

**Committee Membership (Total Maximum Members 10-12)**

- One Selectboard member from each of the participating town— 2
- Executive Director, or designee of the Southern Vermont Deerfield Valley Chamber of Commerce — 1
- Executive Director, or designee of the Brattleboro Development Credit Corporation — 1
- One administrative staff member from each of the participating towns —2
- One representative from Mount Snow Resort (Dover) — 1
- One representative from ~~a Wilmington Business~~ *The Hermitage Club* — 1
- At least one and no more than two other residents from each of the participating towns — 2-4

A quorum shall constitute a majority of members (7). If there is a vacancy in the membership, a quorum will constitute a majority of the non-vacant seats.

A seat is considered vacant if the member has not attended three (3) consecutive meetings, or does not attend 70% of meeting during a 12-month period.

**Filling of open seats**

The committee shall make recommendations for appointment to the committee. Potential candidates shall be invited to attend meetings. After a minimum three (3) month trial, the committee may nominate a candidate to the Selectboard of the town he/she is affiliated with for appointment to the committee. Voting rights are granted at the time of appointment.

**Criteria for Membership on Bi-Town Economic Development Committee:**

- Ability to attend at least 80% of all meetings a year
- Ability to focus on entire goal vs. on just one component or just one town
- No specific agenda
- Open-minded to others' ideas
- Ability to represent needs of total community, businesses, and the region
- Ability to identify problems and broad goals before determining solutions

Committee to meet every other month starting in January (January, March, May, July, September, and November) and more often as needed.

Selectboards to review Committee Charge by June 30, 2023.

Adopted by the Wilmington Selectboard \_\_\_\_\_

Adopted by the Dover Selectboard \_\_\_\_\_