

# Essex Economic Development Commission (EDC)

## Agenda 8:00 AM Thursday, October 7th, 2021

COVID-19 UPDATE: Due to the COVID-19 / coronavirus pandemic, this meeting will be accessible remotely via Microsoft Teams. Available options to join the meeting:

- Attend in person at 81 Main Street. All attendees must wear a mask.
- Join via Microsoft Teams: <https://www.essexvt.org/887/5673/Join-Teams-Meeting-Essex-EDC>. Depending on your browser, you may need to call in for audio (below).
- Public wifi is available at the Essex municipal offices, libraries, and hotspots listed here: <https://publicservice.vermont.gov/content/public-wifi-hotspots-vermont>

Note that for the purpose of recording minutes, you will be asked to provide your first and last name and your address.

When listening to the meeting, please keep your phone or computer on “mute” to prevent interruptions. For agenda items when it is appropriate for the public to speak, please unmute your phone or computer and introduce yourself before requesting the floor from the Chair.

Please reserve the Teams Chat for requests to speak, or for sharing links and the like. Chat should not be used for discussion during the meeting.

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**Commission Members:** Brian Shelden, Chair; Jeff Benjamin, Vice-Chair; Ta-Tanisha Redditta; Greg Morgan (On Leave)

**Staff & Partners:** Owiso Makuku, Darren Schibler, Greg Duggan, Evan Teich, Robin Pierce

1. Call to Order
2. Public to be Heard
3. Economic Development Staffer Hiring Update
4. Partner Updates
5. Next EDC Meeting: Thursday, October 21st, 2021, 8:00am
6. Adjournment

Town of Essex  
Village of Essex Junction  
**Economic Development Coordinator**

**Purpose**

The Economic Development Coordinator promotes economic development in the Town of Essex, including the Village of Essex Junction. The Coordinator takes an active role in recruiting and retaining businesses to the community. The Coordinator serves as the primary staff person for the Essex Economic Development Commission. The Coordinator works closely with the Manager's Office and Community Development Departments. The position also assists the Finance Department, Public Works Department, Housing Commission, Energy Commission, and Conservation and Trails Committee, particularly when assessing and implementing short- and long-term economic development strategies.

This is a 20-hour-per-week position.

Public Works

Housing Commission

**Essential functions**

- Recruit businesses, especially those in industries desired by the community
- Support businesses with starting and growing a business, including but not limited to access to funding, compliance with regulations, permitting and marketing
- Develop and maintain databases about existing businesses
- Build and maintain relationships with current business owners
- Staff support to Essex Economic Development Commission
- Build and maintain relationships with other economic development entities in the region, including but not limited to Greater Burlington Industrial Corporation, State of Vermont (e.g., Live Work Grow Play), Lake Champlain Regional Chamber of Commerce
- Track, seek out and apply for grant opportunities, financing, loans (Brownfield redevelopment, VEGI, etc.)
- Conduct surveys related to economic development
- Conduct analysis related to economic development, such as demographic, economic, housing data
- Help organize community events that bring people to Essex
- Advise Selectboard, Manager's Office, Community Development, Finance, and Public Works on issues related to economic development, including tax stabilization agreements, zoning regulations, infrastructure improvement, and fees
- Maintain economic development webpage on Town website