

**Town of Deep River Economic Development Commission
September 17, 2018 Monthly Meeting Minutes**

Call to order: Chairman Marth called this regular meeting to order @ 703 pm.

Members in attendance: Bill Dahl, Tom Perry, Russ Marth, Ted Mackenzie, Angus McDonald, Pete Lewis. Lewis is acting as Secretary.

Acceptance of Minutes: Upon *Motion* by MacKenzie, seconded by Perry then carried unanimously, the Minutes from the August were accepted as presented.

Old Business:

- Letter to merchants, Businesses. Discussion of draft letter delineating the mission of the EDC that was composed by Marth and Dahl. Commission agreed content was very good, several administrative revisions were made. After a brief discussion of cost-effective methods to distribute the letter, it was agreed to have it published in the upcoming town newsletter. McDonald to forward letter to newsletter editor.
- Email administration was discussed. McDonald to have email maintenance vendor supply an address on the Town of Deep River (EDC@DeepRiverct.us) server. Marth, McDonald and Lewis to receive the emails and forward *pertinent* messages to the other Commission members.
- Perry gave an overview of what he senses to be the cost associated with upgrading the current EDC webpage. Cost variables are driven by links and other value-based features. MacKenzie expressed his belief that the graphics portion of the webpage should be produced locally, as local graphic designers are familiar with the area. The members concurred that the functionality of the site and the graphics should be split.
- Discussion of "Communal Office Space" development. Challenges associated with this i.e. who would administer time allocation?

New Business:

- Arrange a meeting with the P&Z Chairman. Kastner to act as liaison with P&Z and agreed to facilitate this task.
- Kastner stating he has substantially completed his assignment regarding the history of the Incubator Buildings and their effect on business development in Deep River. Kastner and Marth to edit this document and present it at a future meeting.
- Funding of the EDC was discussed. Marth presented his vision for kickoff of EDC expenditures such as signage, webpage enhancements and advertising. Marth estimated this year's budget @ \$9400. McDonald to address this expenditure request with BOF.

Adjournment:

Upon *Motion* by Marth, seconded by Perry and carried unanimously, the meeting was adjourned at 8:15 pm. The next scheduled meeting will be held on October 15, 2018 @ 7pm at the Town Hall.

Respectfully submitted,

Peter Lewis
Secretary