

Andover Economic Development Commission

Special Meeting Minutes

Wednesday Aug. 26<sup>th</sup>, 2020

Andover Town Hall – 1:00PM

Call to order: 1:10 by chairman Elaine Buchardt. Everyone had to sign in and take temperatures to be in the building.

Attending – Patrick Dougherty, Cathy Palazzi, Lori Blake

Absent – Catherine Magaldi-Lewis

Public – Amanda Gibson, Mike Palazzi

Tolland County Chamber of Commerce, Hebron EDC, Windham Chamber of Commerce. Elaine has been getting notifications information for businesses throughout the pandemic. She has been sending them to Amanda and Catherine to be posted on the Facebook pages to share with followers. Currently businesses are trying to stay afloat and change as the pandemic continues.

Social Media communication: Amanda and Catherine are administrators and editors of various Facebook pages. These pages seem to be the best way to get word out to the community. Elaine and Amanda will become editors of the EDC Facebook page to post things that are useful to our businesses and community.

We hope to do something similar to the Open for Business posts that Hebron EDC is doing.

Lori asked if we have information about what types of businesses we have in Andover. Patrick explained that the Planning and Zoning commission had looked into types of businesses for the purpose of creating the new Plan of Conservation and Development. The largest percentage of businesses are home based. Patrick discussed zoning changes that were made to allow for commercial trucks to be in peoples yards, etc. to support the home based businesses. We discussed creating a survey to ask businesses how they are doing and what the EDC can do for them. Lori will work on questions for the survey. Amanda will assist in whatever technology we can use to get the questions out. Maybe email blasts using CIVIC ready.

We discussed the new proposed mission statement sent out by Catherine. There were a few changes proposed. Lori will relay those changes to Catherine and work with her on the new statement. We will relook at it at our next meeting.

We discussed a letter from the Subway franchise owner in Andover saying he is giving up that store and wanted to know if any community members wanted to become Subway franchise owners. He felt it would be better served by someone familiar with the community. Elaine will put something out on the EDC Facebook page. Amanda will point to the information on other Facebook pages.

Farmers Market: Amanda mentioned that she is creating a flyer that points to local food sources to be handed out at the Sept 2<sup>nd</sup> farmers market.

Tourism Board: The First Selectman shared a request from the CT Tourism Board requesting representation from Andover. Patrick has been assigned to the tourism board. I will report that to the Board of Selectman at their next meeting.

Sustainable CT: We discussed Sustainable CT. Cathy has been in contact with the administrator of Sustainable CT. We need to have a resolution from the Board of Selectman and assign someone to be Andover's representative/liaison. Cathy has drawn up the resolution. Elaine and Cathy will attend the next BOS meeting and present the proposal. We will be assigning Cathy to be our liaison. The EDC will over see this project, but we will be including other committees that can benefit from it. Mike Palazzi attended our meeting for the Conservation Commission. Amanda will be involved for the Farmers Market Committee. We will reach out to others to have full town involvement.

Welcome signs: Since the town did not give us money in this year's budget for Welcome signs, we will have to present it to the Community Fund Committee to see if we can be funded that way. If we cannot, then Patrick and Elaine will work on volunteer commitment and do some fund raising for the signs. Possibly local business support.

Linking commercial listings to the town website and Branding were tabled for a future meeting.

Assignments:

Patrick will be our tourism board representative. Elaine will inform the BOS of Patrick's representation. He will work with Elaine on the Welcome signs.

Lori will work with Catherine on the mission statement and will work on questions to propose to local businesses to see what their needs are.

Cathy will work with Sustainable CT. Elaine and Cathy will present the resolution for involvement to the BOS so we can register Andover for the project.

Elaine to work on BOS presentations for September 14<sup>th</sup> meeting. Elaine to package the welcome signs to send to the Community Fund Committee. Elaine to craft information concerning the Subway franchise to put on Facebook pages. Elaine to continue monitoring information for local boards to share with Andover.

Adjourn 2:00.

Minutes respectfully submitted by Elaine Buchardt