



Economic Development Committee
REGULAR MEETING
January 23, 2024
6:15 PM
St. John's Hall

Public May Attend in Person

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AGENDA

Agenda:

6:15pm to 6:30pm (Open Session)

- Review of Minutes
- Approval or re-vision of minutes
- Locking down next in person meeting for the committee

6:30pm to 7:00pm (Open Session)

- Meisel to review with the committee
 - Sub-Committees
 - Housing
 - Workforce Development (jobs)
 - Business Development
 - E-mail Addresses each of us will use while on the committee(as discussed last week)
 - Software which each person will have access to for tracking:
 - Project Management Schedule for each initiative
 - Contacts, Opportunities, Deals, and progress of such (deal flow)
 - Location to save documents

- Goals of using Microsoft Tools and overall structure of communication(including style guide)
 - Word
 - PowerPoint
 - Excel
 - E-mail
 - Etc.

7:00pm to 8:00pm (Open Session)

- Sub- Committees will have a break out session & achieve the following:
 - Who will be the Head of their committee?
 - 3 members
 - 1 leader
 - 2 non leaders
 - What will be their cadence for meeting?
 - Weekly or every-other week?
 - In person or by Zoom/Go-to-meeting or a conference call
 - What do they believe are the top 3 for each of the below:
 - Issues
 - Goals
 - Solutions

8:00pm to 8:30pm(Open Session)

- Subcommittee head for each subcommittee will report to the committee the following:
 - What their cadence for meeting will be
 - When they will meet(approximate day/time)
 - What method of meeting they have chosen to use
 - Answers to the following:
 - Issues
 - Goals
 - Solutions
- These answers Meisel will put into the tracking software(later in the week)

8:30pm to 8:45pm(Open Session)

- Final remarks
- Questions from the town/audience
- Meeting Adjourned