

Whitingham Economic Development Group

Whitingham Municipal Center

Selectboard Office

Jacksonville, VT 05342

**Minutes of** **Tuesday, March 28, 2017**

Attending: Gretchen Havreluk, Kyle Frey, Phil Edelstein, Gig Zboray

Call to Order. Additions or Changes to Agenda Gretchen Havreluk called the meeting to order at 7:48am. There were no additions or changes to the agenda.

Approval of Minutes of February 28, 2017 **a motion was made by Gretchen Havreluk to approve the Minutes of February 28, 2017, seconded by Phil Edelstein, all in favor.**

Website: Gretchen is uncomfortable with the “free” aspect offered by Stephen Groundwater, she would prefer to have a contract or written agreement of some sort. She feels it is not professional to do it any other way. The other 30 or so bids had been opened and EDG was presented with the list of prices and options from those. EDG was also presented with 5 recommendations (Prospect Communications, EcoPixel, Earth Logic and Stephen Groundwater, as well as Magdelena Sole for design consultation). The Town does not have a written RFP or purchasing policy. The Town Clerk provided information that any bids posted to the Vermont site are automatically indicated that the requestor can reject any and all bids for any reason. The website committee followed a proper procedure.

EDG members will read the 5 proposals recommended by the committee and everyone will meet again on Friday, March 28th at 7:30am to have telephone and/or Skype conversation with Stephen Groundwater.

Town Plan ED Section: Gretchen worked on merging Phil’s write up with Kyle’s and forwarded to all a Google doc for editing. Please review and edit this document before Tuesday, April 4th at 5:30pm.

Flyers: Kyle and Jack have spent some time going over the business brochure and the historic marker flyer. Gretchen feels it is important to have the historic marker flyer complete and available by Memorial Day weekend. She would like it professionally printed.

Next meetings Special meeting on Friday, March 28th at 7:30am to speak with Stephen Groundwater regarding the website. Special meeting on Tuesday, April 4th at 5:30pm to make a decision on which vendor to recommend to the Selectboard for website redevelopment and to look at and finalize the historic marker flyer. Regular meeting scheduled for Tuesday, April 25th at 7:30am.

Meeting adjourned at 9:15am

Respectfully submitted, ~Gig Zboray