

April 27, 2020

Economic Development Commission
Emergency Meeting Minutes

The meeting was called to order at 3:00 pm by Chairperson Stave.

The meeting was hosted via Zoom internet conferencing.

Roll Call: Rick Conti, Barbara Barry, Tim Liptrap, Sondra Astor Stave, Sam Belsito

Town Staff: John Elsesser, Town Manager; Eric Trott, Director of Planning and Development

Discussion on hosting a Coventry Business Town Hall Forum:

A copy of a draft agenda for the event was distributed for review and comment.

Sondra and Julie Blanchard have both agreed to welcome the forum attendees.

Barbara reached out to the People's United Bank Manager and she agreed to be part of the forum. Barbara will also reach out to Key Bank to see if they would like to participate. Barbara will introduce the bank staff. Sam will also speak on financial resources and opportunities he is aware of.

Eric will reach out to Patrick McMahon to see if he would be part of the forum and share information as Director of the CT Main Street Center.

Tim shared the work he and his son had done to prepare a website dedicated to Coventry businesses. The website provides details about each business that is applicable during the pandemic. Links to the business websites and Facebook can be provided to assist customers in finding out news on specials or other pertinent details.

Richard will be the moderator for the discussion section of the agenda with the businesses that attend. A series of questions that are centered on understanding what the needs of the businesses are will be asked to help generate dialogue. The 'chat' tool with Zoom will be utilized to help the discussion as well.

It is possible to live stream the event via YouTube or Facebook. Since the Town has a YouTube account, this would be another option to connect with the community and be able to have it archived for future reference.

A discussion on outreach about the event occurred. The Manager's and Coventry Citizen's Collective Facebook pages can be used, an e-blast can occur as well as direct communication from contact information that is on hand.

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Richard prepared some language for outreach to businesses that can be used in communications.
Eric will serve as the contact point.

A practice Zoom meeting has been scheduled for Monday, May 4 at 3pm to make sure all the functions of Zoom can be successfully used for the forum

Adjournment:

The meeting was adjourned at 4:00 pm.

Respectfully submitted,

Eric M. Trott
Director of Planning and Development