

ANNUAL WORK PLAN – Economic Development Commission

Budget year: FY24

DEPARTMENT: Community Development

Budgeted staff: Economic Development Coordinator

Primary function(s): Commission is to serve as an *advisory resource* to relevant staff departments, town commissions and committees, and to the governing board(s) of the Essex Community concerning: an understanding of the state of the existing businesses community and its contribution to the vitality and future of Essex, an appreciation for the impact of emerging issues, trends and state or municipal policies on both current and prospective business development; the importance of nurturing proactive programs, policies and procedures that position Essex as a preferred municipality in the State of VT in which to “Do Business”

Regular work (happens every day/week/month/year)

TASK	Frequency	Timeframe	Other departments involved
EDC Webpage redesign	Monthly	Year-long	Communications
Childcare development	Monthly	Year-long	
Workforce Development	Monthly and as needed	Year-long	
Small business support	Monthly	Year-long	
Promoting Essex as a business destination	Monthly as needed	Year-long	Communications
Work on Town Plan update	Several times during the year	Spring and summer '23	Other boards and committees