



**TOWN OF NORFOLK  
ECONOMIC DEVELOPMENT COMMISSION  
August 14, 2025 5:00pm  
MINUTES  
Zoom**

Present: Libby Borden, Sue Frisch, , Cheryl Heller, Kate Johnson, Tom McGowan, Jon Riedeman, Brett Robbins, Robert Whipple

Absent: Jennifer Almquist

Guest: Kevin Case

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1. Brett called the meeting to order at 5:03 pm.
  2. The minutes of the July meeting, were unanimously approved.
  3. Kevin Case introduced himself as the new superintendent of Botelle School. Board members shared their backgrounds and roles within the community.
  4. Budget and WIN Funding: Discussion on the \$8,000 EDC budget and the allocation for WIN. Issues with funding mechanics were raised, and a follow-up meeting will be scheduled to clarify how funds can be distributed.
  5. Mission and Focus: Cheryl Heller presented feedback on the EDC's mission. The group discussed narrowing the focus of the EDC to support either existing businesses or attracting new ones, with input on how affordable housing and tourism might fit into the mission.
  6. Communication Issues: John Riedeman highlighted challenges with communication and rumors, particularly regarding the Royal Arcanum building. The group agreed on the need for a clearer communication strategy to support businesses and the community.
  7. Next Steps: Action items include scheduling a meeting to clarify WIN funding mechanics and continuing the mission and goals discussion offline with Cheryl.
  8. The meeting was adjourned at 6:03.

Libby Borden