

**Town of Medway  
Economic Development Committee  
Wednesday May 10, 2017  
Senior Center  
Medway, MA 02053**

**PRESENT:**

Paul Yorkis, Keith Peden, Scott Heben, Hugh McKinnon, and Andy Rodenhiser

**Work Space:**

Member Peden brought up the idea of the urban work space areas which young entrepreneurs use in Boston. He is very familiar with these spaces. The areas are shared by users. There is a cost for utilities, receptionists and common conference room space. The entrepreneur basically buys and is charged by hour or month for being a member and using this service. There was discussion that the middle school does have vacant space which could be utilized for this purpose but is there a demand or need for this. Another recommended location is Cybex. There may be a need for a shared manufacturing space which could share equipment and resources. It was recommended to have Stephanie research if there is a need for this as a regional venture with the Town of Franklin. It was also suggested to see if there could be an investor who would partner with the town and work on a business plan. Another suggestion was to see if we could partner with Dean College and Tri-County.

**Old Business:**

**Committee Activities:**

**EDC Website Review and Update:**

Member Peden presented to the members a matrix providing an overview of the town Economic Development Committee website. He did meet with Mary Becotte, the Communication Director and Stephanie Mercandetti.

**Available Land:**

The site does have a list of available land, both commercial and industrial. Currently, it is difficult to find this on the website. This should be updated regularly. Any potential buyer should have a packet of information which provides them with information about the town and services it provides. The EDC felt that Mackenzie could be the content owner of this information.

Member McKinnon arrived at 7:28 pm.

**Business Location Information:**

The current website has a form requesting support in finding a place to locate businesses in Medway. It was suggested that this be located in the first section of the website. If a business fills out the form, the town should immediately follow-up quickly to address the questions. EDC was wondering who currently checks and replies back to the forms.

**EDC Websites:**

The website has a listing of the other local resources which included 495 Metrowest partnership, Mass Office of Business Development, Medway Business Council, Metro West Tourism and Visitors Bureau and Metropolitan Area Planning Council. The content owner of this could be Mackenzie. The last update of this is not known but it should be updated annually.

**Medway Business Resource Guide:**

This section includes contact information on the State and local officials, plus regional councils. The content owner of this is Stephanie Mercandetti. This should be updated annually. It was suggested that this section be expanded.

**Medway Development Permitting Handbook:**

This section includes a variety of things: required permitting, available options, resources and contact people. This was last updated in 2008. There is no content owner of this section. It was suggested that Susy Affleck-Child be this person. The DRC guidelines should be in this section. It was suggested that this needs to be updated. Some of the key representatives could be Keith, Stephanie, Mackenzie and Andy.

**Medway Information:**

The section on Medway includes the demographics and economic information. This is based on information from citydata.com back from 2008. It is outdated. It was suggested the content owner of this is not known. Mackenzie was recommended. There should be information of the things in the community such as the community farm, sports playing fields, open space areas, etc.

**News and Updates:**

The news and update section is something that should be updated on a monthly basis. The news is currently being generated and disseminated by Mary Becotte, but is she considered the content owner of this section. It was suggested to engage Milford Daily news in a possible press release for the maker space.

**Videos about Medway Businesses:**

The EDC discussed that this section would need a content person. Mary Becotte was recommended. We could engage the help from Medway Cable Access. It was recommended that there be a purpose to the videos possibly showcasing the history of the business. This would be a good way to showcase businesses. There should be discussion of what is the purpose of the video and if the students are doing the videos it might be helpful to have questions prepared.

**Volunteers:**

There was discussion about how to get volunteers. It was suggested to have a video instead of a standing letter. A video is not interactive and personal. The video could be updated annually. The content owner of this could be Mary Becotte. There was a suggestion that there be an open invitation for volunteers. There was a recommendation to include the maker space in the matrix provided by member Peden.

**Maker Space Update:**

The members are in receipt of the information regarding the maker space. It was suggested to table this item until member Arbeene can speak to this directly.

**Minutes:**

The minutes will be tabled until the next meeting.

**Other Business:**

- The Business Resource Guide Business was updated and is on the website. This is part of material. It was recommended to have this professional printed. There can be distributed to the local realtors and the Medway Business Counsel.

**Adjourn:**

**On a motion made by Andy Rodenhiser and seconded by Scott Heben, the EDC voted unanimously to adjourn the meeting at 8:15 pm.**

Respectfully Submitted,

Amy Sutherland  
Recording Secretary  
Approved