

**Town of Medway
Economic Development Committee
Wednesday March 14, 2018
155 Village Street
Medway, MA 02053
Town Administrator's Conference Room**

PRESENT:

Paul Yorkis, Keith Peden, Scott Habeeb, Deanna Kaiser Doughty, Jennifer Kendall, Zachary Knowlton and Rich Di Iulio.

ALSO PRESENT:

Mackenzie Leahy, Administrative Assistant
Amy Sutherland, Recording Secretary

Chairman Yorkis opened the meeting at 7:15 pm.

Public Comments:

There were no public comments.

Director of Community and Economic Development:

The EDC was made aware that the interviews for the Director of Community and Economic Development have happened. There has been no appointment at this time. The EDC took time to recognize Stephanie Mercandetti for the great work she did for the town. She will be remembered for her strong and gentle approach and was an advocate for what she believed in.

The EDC would like to continue with the goals of the committee. Member Peden communicated that a list of tasks was created and the list had suggestions on who can carry out those tasks. He will send the task list to Mackenzie.

Mackenzie Leahy communicated that the Town Administrator would like to see the position of the Director of Economic Development be responsible for the following:

- Overseeing the department relationships (Building Department, PEDB etc.)
- Getting the Economic Development Committee back on its feet.
- Responsible for special projects: (sign bylaw, oak grove larger projects, etc.)

Prioritizing Goals:

- Keeping the information on the website updated
- Develop a better working relationships with the business community,
- Improve relationship with the Medway Business Council.
- Invite new communication director to the next meeting.

Annual Report:

The EDC was made aware that the EDC Annual Report was due Monday. The new communication director is in the process of compiling the information for the report. Member Kendell has volunteered to review the minutes from the last year and will try to create a draft Annual Report. It was suggested to include a photo of the maker space and possible a photo of Representative Roy who took time to speak at the last EDC meeting.

Website:

The EDC discussed making sure the information on the website is up to date and current. It was discussed that Chairman Yorkis will submit data to member Peden who will disseminate the information and upload it to Mackenzie who will put this information on the website.

The EDC would also like to include on the webpage feature videos. The EDC would like to invite the new communication director to the next meeting to inform him about what the EDC is thinking about these videos.

Questions to answer for video:

(Be sure to get a variety of businesses: dentist, doctor, day care, restaurant owner etc.)

- What is your business?
- Why did your business come to Medway?
- What made it easy to establish your business in town?
- Who is your clientele?
- How do you see your business growing?
- How do you judge success for your business?

Questions to ask business but not on video:

The EDC thought it would be beneficial to ask the following questions but to not include this on the video.

- How was the permitting process?
- What could the town do better to help your business?

Signs for Trotter Drive:

Chairman Yorkis provided a draft letter to be sent to Senator Spilka and Representative Murray and Roy. The letter asks to reduce congestion at the Rt. 109 and I-495 interchange by changing the Medway left hand turn signals to replicate what was done in the Town of Franklin since this intersection does not function well. The Chairman suggested that any revisions to the letter can be forwarded to Mackenzie who will put the letter on the town letterhead. All were in agreement to send letter.

Clean Sweep:

- Saturday April 28, 2018.

The Chairman informed the EDC that there is a town clean-up day on Saturday, April 28, 2018. If interested in participating, call Allison Potter at town hall.

Approval minutes:

On a motion made by Rich Di Iulio, and seconded by Scott Habeeb the Economic Development Committee voted unanimously to accept the minutes from December 13, 2017. (Member Yorkis abstained)

Next meeting:

- April 5th - at 7:15 pm.

Adjourn:

On a motion made by Rich Di Iulio, and seconded by Scott Habeeb, the Economic Development Committee voted unanimously to adjourn the meeting at 8:30 pm.

Respectfully Submitted,

Amy Sutherland
Recording Secretary