

Board Members

Andy Rodenhiser, Chair
Sarah Raposa, A.I.C.P.,
Vice-Chair
Timothy Harris, Clerk
Jessica Chabot, Member
John Parlee, Member



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TOWN OF MEDWAY COMMONWEALTH OF MASSACHUSETTS

PLANNING AND ECONOMIC DEVELOPMENT BOARD

Meeting Minutes

Thursday, January 18, 2024 @ 7:00 p.m.
Medway Town Hall, 155 Village Street, Medway, MA
Joint Meeting with
Economic Development Committee

	Andy Rodenhiser Chairperson	Sarah Raposa Vice Chairperson	Timothy Harris Clerk	Jessica Chabot	John Parlee
Attendance	absent	X	X	X	absent

Also in attendance:

Barbara J. Saint Andre, Director of Community and Economic Development (zoom)

Jeremy Thompson, Planning and Economic Development Coordinator

Member of the Economic Development Committee (EDC): Liam McDermott, Chair, Mark Schultz, Vice-Chair, Larry Presswood, Jessica Chabot, Kristen Salerna, Patrick Herlihy

Vice-Chair Raposa opened the meeting at 7:01 p.m.

Chair McDermott of the EDC opened its meeting at 7:01 p.m.

1. New Business

Discussion with Planning and Economic Development Board: Economic Development Committee Mission, Goals, and Tasks Going Forward
Initiatives to Assist Local Businesses

Ms. Raposa opened the discussion, asking the EDC members their thoughts on going forward. Ms. Chabot asked if there were any attendance issues. Ms. Saint Andre noted that there is one vacancy on the EDC that needs to be filled. Members should reach out to viable candidates. Ann Sherry, President of the Medway Business Council (MBC), was present and noted that her Executive Board sometimes receives questions or from local businesses over the Town's permitting processes. She suggested the EDC needs clear objectives. The MBC often collaborates with the EDC and is happy to help with putting out information to its members. Ms.

Raposa asked how the EDC could help the business community, and Ms. Sherry mentioned the sign bylaw, Design Review Committee process, and permitting issues. Ms. Salera, a member of the MBC, offered to work with the MBC to put Town information in the MBC newsletter. Members of the EDC are also welcome at MBC meetings.

There was a question whether EDC should be focused on bringing new business to Town. Mr. McDermott noted that businesses do not come to the EDC, everything is through the PEDB. Mr. Harris suggested coordinating with developers to market vacant properties. We should track available properties. Mr. Presswood noted this would require resources and technology. It was suggested to see if a real estate person would be available to serve on the EDC. Mr. Shultz went through the proposed strategies on the last EDC Mission and Vision statement from 2021, some have been addressed. Restaurant week, which has been held in the past, was discussed. Ms. Sherry asked if the MBC could be informed of new businesses in order to keep its business listing up to date.

Mr. Harris suggested a survey of businesses of five items that could be improved by the Town. Ms. Saint Andre suggested also asking for five items that businesses feel are working well. Mr. Herlihy suggested a job board, or a forum where businesses can post job openings. It was noted that in the past the Town did business spotlights on local businesses.

Ms. Saint Andre summarized steps for the EDC: 1. Survey of what is working and what we can do better; 2. Set up job board and/or job fairs; 3. Track available commercial land and buildings; 4. Update the EDC mission statement; 5. Work on business spotlights.

The EDC will look at the surveys that were filled out at last year's Pride Day event. Ms. Salera is heading up Pride Day this year, the EDC would like to participate again.

Discussion on relevant Master Plan Initiatives

Mr. Thompson explained the Master Plan implementation tracker. He noted the goals that are associated with the EDC, including Route 109 development, enhancing home-based businesses. Shared work spaces is an idea that may have cooled off. Are there ways to help businesses access capital. Mr. McDermott suggested approaching real estate agents about specific properties. Ms. Chabot suggested reaching out to realtors to ascertain whether applicable zoning codes are an issue for specific long-vacant properties. Ms. Chabot also suggested changing some uses from special permit to by right, such as an AFDU of a certain size.

2. Reports

Planning and Economic Development Board – This has been addressed during the general discussion.

Adjourn:

On a motion made by Jessica Chabot, seconded by Tim Harris, the Board voted (3 to 0) to adjourn the meeting at 8:20 p.m.

Respectfully submitted,

Barbara J. Saint Andre
Director, Community and Economic Development

List of Documents Reviewed at this Meeting

1. EDC 2021 Mission and Vision Statement
2. Master Plan Implementation Tracker for EDC