

**Medway Economic Development Committee
Sanford Hall
155 Village Street
July 31, 2012**

ECONOMIC DEVELOPMENT BOARD MEMBERS PRESENT:

Ray Himmel, Ann Sherry, and Ken Bancewicz

ABSENT WITH NOTICE:

Paul Yorkis
Chan Rogers

ABSENT WITHOUT NOTICE

James Byrnes

ALSO PRESENT: Susy Affleck-Childs
Amy Sutherland, Meeting Recording Secretary

The meeting was not officially opened due to lack of quorum but notes were taken of the discussion.

Economic Development Specialist:

The Committee was informed that the Request for Proposals (RFP) went out for the Economic Development Specialist position. The position has been advertised in many venues.

The position will require some minimum qualifications. The next step will be to go through the proposals. Interviews will then be set up. This will be a contract position. The position will be hired starting October 1, 2012 through June 30, 2013.

The Committee would like to review the proposals on August 21, 2012. The following week interviews will be set up.

Ann Sherry asked Susy to check to see if a sub-committee needs to be selected meet with the applicants for interviews. She was concerned about open meeting law requirements.

There will be a meeting on August 27, 2012 for the EDC to conduct interviews. The time and location will be determined.

Office Space:

There has been discussion renting office space in the building across from the Town Hall for the ED Specialist. The owner of this building is eager to work with the town. The space is 1100 square feet. The building is all up to code. This space is more than enough for one person but not large enough for all the land use and permitting staff.

The logistics of the office space is in the Town Administrator's court.

The EDC will continue to reach out to other people or business owners about space options.

The Chairman will set up a meeting with the Town Administrator and the Chairman of the Board of Selectmen to address this further.

The goal is to have a Contract for Services presented for signature to the Board of Selectmen for its September 17, 2012 meeting.

MassDevelopment

There was a lunch meeting with Kelly Arvidson from MASS Development, Arthur Robert of the Mass Office of Business Development and some of the members of the EDC on July 30th. It was an excellent meeting. The town was applauded for moving forward with supporting the hiring of this person.

Update on Oak Grove/Bottle Cap Lots

The members received a copy of a report entitled, Oak Grove Park from BSC Group. The EDC will look at this document again in the fall to discuss some of the presented options.

Susy reported the title research on the bottlecap lot will take about two more weeks to complete.

Zoning Discussion

The discussion and recommendation for Zoning Bylaw Amendments for the Planning Board will be tabled until a full complement of the Board is present.

Other News

There was discussion that one of the five priorities of the Board of Selectmen is communicating what we are doing out to the residents. One suggestion on how we can accomplish this would be to visit five businesses. Some of the suggested businesses were:

1. Cybex
2. AZZ/CGIT
3. Mazilli
4. East Medway (inivative coating)

MetroWest Tourism and Visitors Bureau

Susy thought it may be a good idea to possibly have an event or activity that the EDC could sponsor and invite the groups in town that take part in planning events for the community such as the Historical Society, Library, sport groups, etc. The Medway Mill building was mentioned as a possible event location. It could then continue across the street to Choate Park.

There was also a suggestion about having an event at the 109 Plaza.

Community Signage Project

The EDC members were informed that part of the Fiscal 2013 Town budget includes the Community Signage Project. Money has been set aside in the capital budget for a Community Signage Project. These signs will be “Welcome to Medway”. There was a meeting of the

Community Signage Task Force last evening. The hope and goal would be to have information in place for the gateway plans and prototype for the signs for the spring of 2013. The initial project is limited to five to seven signs. The potential is to have the idea of these signs filter down and help establish new signs for municipal buildings throughout the community.

Regional Economic Development

There was a meeting with Representative Dykema and Senator Spilka at the 495 Partnership office in July. There were representatives from Medway, Holliston, Southboro, Westboro and Hopkinton. Art Roberts was there and provided an overview and talked about Mass Marketing Partnership and the goal to strengthen regional organizations within the 495 corridor.

Route 109 Reconstruction

The Board of Selectmen has approved the contract for the next stage of the design.

Miscellaneous

The Chairman will contact James Byrnes from the EDC to see about the status of this membership.

MINUTES:

March 20, 2012:

The minutes from March 20, 2012 will be held to the next meeting.

June 27, 2012:

The minutes from June 27, 2012 will be held to the next meeting.

Next Meeting Date:

The Economic Development Committee will meet on August 21, 2012 at 7:00 pm.

ADJOURN:

The meeting ended at 8:30 pm.

Respectfully Submitted,



Amy Sutherland
Recording Secretary

Edited by,



Susan E. Affleck-Childs
Planning and Economic Development Coordinator