



Falmouth Economic Improvement Committee

Wednesday, April 2, 2014

Attendance:

<i>Name</i>	<i>Present</i>	<i>Name</i>	<i>Present</i>	<i>Name</i>	<i>Present</i>
Ann Armstrong	-	Phil Bixby	√	Janice DeLima	√
William Lunt III	√	Anne Theriault	-	Sandra Lipsey	√

Council Liaison: -
Staff present: Nathan Poore, Theo Holtwijk
Others present: -

The meeting was started around 3:50 PM.

1. Review of Draft Minutes of March 19, 2014

The draft minutes of March 19, 2014 were approved as written with a vote of 3-0 with one abstention (Lipsey).

2. Falmouth Economic Development Plan Approach

The committee reviewed the two organizational options to draft the economic development plan. One option is for an expanded FEIC (FEIC+) to draft the plan. The second option is for a new ad hoc committee, which would include FEIC members. In the second scenario, the FEIC would continue to meet to work on other initiatives. At the last meeting, the committee appeared to favor the second option.

The committee reviewed the economic development project list to get a sense which projects might require FEIC attention, which ones were handled by other parties, and which ones could wait. The frequency of FEIC meetings was also discussed. The committee discussed if the Ad Hoc committee could have a regular “FEIC interest update” on its agenda and that the FEIC could schedule a special FEIC meeting if such was necessary.

The frequency of meetings of the Ad Hoc committee was also discussed and whether or not that group would have subcommittees, and if staffing was required for that. The distinction as to who convenes the meeting where the plan gets prepared was also discussed as well as the size of the Ad Hoc committee. Theo had suggested “up to 15” members. If all 7 FEIC members were to participate in this effort, then the Council could still appoint 8 others from the community to supplement that. It has not yet been determined yet which FEIC members have interest to work on the Economic Development Plan.

Sandra recounted the experience of the Long Range Planning Committee in working with subcommittees. That worked well. Meeting agendas were posted and meetings were held in public places. Meeting notes were prepared for those meetings.

Phil suggested that the draft charge address the “term” issue. No term is proposed for ad hoc members. Their term expires when the assignment has been completed. Theo will add that and will add a “TBD” section in the approach addressing subcommittees and frequency of meetings.

The committee also reviewed the draft schedule and agreed to shorten it, so a plan could be delivered to the Council by May 2015. If the Council can appoint a committee relatively quickly and if the FEIC could be charged with preparing an RFP for consulting services, soliciting and reviewing proposals, enough time could be saved to accomplish an earlier completion date.

At the next meeting the committee will plan to vote on its recommendations for proposed approach and committee charge and will determine which FEIC members are interested to work on the economic development plan, so that can be communicated to the Council.

3. Discussion on FEIC work plan priorities

The committee agreed to defer discussion of this item until the next meeting so other members could be present.

4. Other Business

There was no other business.

5. Next Meeting

The FEIC will meet next on April 16, 2014 at 3:45 PM.

The committee adjourned at 5:00 PM.

Draft minutes prepared by Theo Holtwijk, April 3, 2014