



# Falmouth Economic Improvement Committee

## Wednesday, April 16, 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:** Russ Anderson  
**Staff present:** Nathan Poore, Theo Holtwijk  
**Others present:** -

The meeting was started around 3:54 PM.

**1. Review of Draft Minutes of April 2, 2014**

The draft minutes of April 2, 2014 were unanimously approved as written.

**2. Finalize Recommended Falmouth Economic Development Plan Approach and Charge**

Theo explained the three documents he had prepared and updated since the last meeting: a recommended approach, committee charge, and consultant RFP. He reviewed the changes and noted that in it the FEIC proposes to manage the consultant selection process. He wondered if the FEIC could select the consultant or if that also required a review by the Council. Nathan explained that when the Council authorizes the expenditure, he can execute a contract. He recommended doing a check in with the Council.

The committee was polled on their interest to work on the plan in a separate committee. Three out of five said yes. Russ wondered why the FEIC would not just expand its membership and skillset instead of creating a separate committee. It was explained that some members appeared to have less interest in working on a plan and more interest in some short-term projects. Ann A. stated she hoped the committee could deliver some work products in near future.

The committee had consensus to recommend a separate ad hoc committee from the FEIC. Bill recommended that the FEIC meet before doing any consultant interviews to coordinate how to best do those. Russ stated that he hoped that the plan would address, among other things, what structure was recommend for economic development activities. That might help to determine the future of the FEIC.

There was discussion what role the FEIC had with the Route One communications. Nathan gave an update on the Route 1 infrastructure project and the scope changes that had been necessary.

Theo will finalize the documents for Council review on 4/28. Bill stated that he could be present if it was put later on the agenda.

### **3. Discussion on FEIC work plan priorities**

Janice asked who put the draft list together. Theo stated that he prepared the list and that it had come from an earlier memo that the FEIC had prepared that stated FEIC accomplishments and upcoming projects by priority. He had taken that, removed the accomplishments and updated it. It was noted that Ann A. had earlier expressed an interest in working on the business resource packet. There was discussion if this item should be high priority. Russ thought that the plan could influence the contents of an informational packet. Nathan suggested that the group could do a brainstorm now as to what the contents could be, and update the packet as needed. The committee liked that idea and decided to make the brainstorm the main agenda item for the next meeting.

Sandra stated that she wondered what businesses in Falmouth needed. A business survey could be a committee priority with the purpose to inquire about specific business needs. She stated that many business owners are non-residents and that her sense was that they felt distanced from Town Hall and also detached from each other.

The committee did not re-prioritize any actions as some members had left the meeting.

### **4. Other Business**

Theo handed out a revised draft charge for the committee that expanded the committee from 7 to 9 members. He stated that Appointments Committee Chair Karen Farber requested an opinion from the committee if it desired a permanent expansion. Members present acknowledged that this suggestion had come up from time to time, but the sense was that the group was nor for it or against it. Some members had by this time already left the meeting, so a poll could not be taken. The sense of the people present was that this issue was not urgent and could be postponed until after the plan was done.

### **5. Next Meeting**

The FEIC will meet next on May 7, 2014 at 3:45 PM.

The committee adjourned at 5:09 PM.

Draft minutes prepared by Theo Holtwijk, April 18, 2014