

July 19, 2015

This letter shall serve as the Economic Development Committee minutes from the committee meeting held June 29, 2015, Fryeburg Town Office.

Present at meeting: Nancy Kiesman, Donna Woodward, David Chaffee, Mia Purcell, Rick Eastman, Jeff Cox, Sharon Jackson.

- Call to order 6:00 PM by Committee Chair, Nancy Kiesman declared a quorum.
- Minutes from May 11, 2015 were accepted with a pending an amended statement regarding the Fryeburg Business Association in terms of their role and responsibility as it pertains to the Town of Fryeburg's Economic Development Committee. This amendment statement reads as follows and was sent (July 14, 2015) as a separate piece to the minutes of meeting dated, May 11, 2015.

Amendment

This letter shall serve as the Economic Development Committee amendment to minutes from the inaugural meeting of May 11, 2015.

On June 29th 2015 the committee brought to the attention the need to amend the meeting minutes from May 11, 2015 specific to brief statement regarding the Fryeburg Business Association (FBA) with regard to their role with the economic development committee efforts.

Specifically, it was stated a review would be prudent with the FBA with regard to collaborating effort defining roles of the Town of Fryeburg's Committee and the FBA's Committee by meeting periodically ensuring roles and objectives are structured and in the parameters of the mission statement established by the Fryeburg Economic Development Committee. The most important thing is that the effort be collaborative not to work be working in a different direction and that it will be the responsibility of the Fryeburg Economic Development Committee to lead this collaboration.

- Agenda items: meeting calendar – next meeting July 27, then **8/24, 9/28, 10/26** (for July 27th Rick Eastman & Mia Purcell will be absent).
- The committee focused on the mission statement for the majority of the meeting on June 29. After a collaborative discussion, a draft was proposed hand written by Jeff Cox and all were sent home with a copy to be solidified by each committee member with the idea the mission statement would voted and accepted at the July 27 committee meeting.
- The discussion of acquiring a list of Fryeburg businesses with levied taxes was tabled till August, 2015 and would be better suited for September, October, 2015.
- General standards such as the pledge of allegiance & public visitors we commented and the group agreed to go with the "Pledge of Allegiance" to our Flag also, with regard to visitors/public the concept of **"Public Meeting vs. Meeting for Public" was advised.**
- Financial Report was referenced to keep on the monthly agenda and it was stated that approximately \$7,332 was available from the Town for Economic Development Committee's operation.
- Mia Purcell with Western Maine Economic Development Council, was in attendance and Sharon Town Manager referenced that fact that Mia is our assigned resource in terms of her role and responsibilities on several different levels with regard to the WMEDC & the community concepts organization. Again, Mia is our resource and shall be used in such capacity offering direction from her level of knowledge.

Additional Comments for Committee

- Jeff Cox commented on the entry "Gateways" to our town/village in terms of particular points to give attention
- David Chaffee commented on what does it mean to be a "Certified Business Friendly Community" he pointed out the website and the town of Poland Maine featuring their economic development highlights.
- Baseline homework for starting point to develop mission statement: "The Fryeburg Economic Development Committee will ensure its efforts are focused on processes that ensure we are capitalizing on the opportunities for new business growth. We will do this in a fashion that works with local entities as well as preserves the uniqueness of Fryeburg. In the long term this will provide job creation, an increased tax base and long term improved quality of life."
- Meeting Adjourn approximately 7:00 PM

Respectfully,

David Chaffee
direct 207.240.1643
dkchaffee@roadrunner.com