

Please note: Amended October 25, 2015
an addition to attendance/"present at meeting" also, present Katie Haley, Town of Fryeburg Code Enforcement Officer

October 24, 2015

This letter shall serve as the Economic Development Committee minutes from the committee meeting held September 28, 2015, Fryeburg Town Office.

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

- Sharon Jackson called meeting to order at 6:00 PM based on the stepping down of Chairman Nancy Kiesman. Ms. Jackson declared a quorum.
- Minutes from August 24 meeting were accepted as presented.
- Committee began conversation regarding nominations for EDC Chair. At the conclusion of the discussion the thinking is that in the future the committee will be looking to bring on more/new members and perhaps there will be a candidate that will be fitting as Chair person. However at this point in time the committee feels the group is the right size for the direction and undertakings at hand. This doesn't mean the group should not be looking and that nominations or candidates will not be considered.
- **Going forward regarding an interim Chair person, Selectman Janice Crawford was nominated, motion made and agreed that while the process of seeking a Chairman for the Economic Development Committee Ms. Crawford would fulfill the vacancy. In the event Ms. Crawford is not available, as a back-up Sharon Jackson Town Manager will take the responsibility of handling and acting as Chairman.**
- Agenda discussions and actions as follows:
 - a. confirmed next two meeting dates: October 26, and November 23 @ 6:00 PM (finance report slated for 11/23/15) December meeting tentatively, 12/28/2015
 - b. Welcoming of guest speakers Diane Jackson, Governor's Account Executive with Department of Economic and Community Development and Ashley Pringle, Director of Client Services for Maine & Company.
 - c. Clearly this presentation was the highlight of the meeting and was believed to have a tremendous take away by all.
 - d. With the professionalism from both of the guests it seems appropriate to include in these minutes a follow up/thank you from

Diane Jackson:

Hello All –

I want to express my appreciate for allowing me and Ashley to attend your most recent Economic Development Committee meeting. I believe it is mutually beneficial for us to have discussions based on how we can assist you and share resources that are available to support and promote continued economic growth and development within the Fryeburg.

During our conversation we discussed Asset Mapping as an economic development tool. Attached is an overview provided by Amy Landry of AVCOG, used for conducting asset mapping and she would be happy to assist you. It helps identify those things that are unique and/or add value to your "place" In this type of mapping you want to uncover things that give you a competitive advantage. While you could just look at all assets in a place, this helps focus those things that are truly unique and could be capitalized on. I am happy to coordinate a meeting with any/all members of the group to discuss, please let me know and I will reach out to her.

Additionally, we discussed touring available commercial property. Ashley and I would welcome an opportunity to do so and if you would like to share some days/times in the coming weeks (after Fryeburg Fair, of course ☺), we can coordinate our schedules.

In the meantime, if you have any questions or know of any business they you would like me to reach out to, please do not hesitate to contact me any time. It was a pleasure to meet you and I look forward to working with all of you. Here's hoping for continue great weather for the Fryeburg Fair....will be there on Friday!

Best regards,

Diane

- e. Again, the presentation and interaction from the guest speakers was inspiring and with that let's hope we can say yes more times than no.
- f. Business cards and handouts were available from Diane & Ashley.
- g. Mia Purcell as usual did an outstanding job with both an overview with handout material which focused on "clusters in Maine by employment" very interesting research via cluster mapping.
- h. Janice Crawford and Donna Woodward provided the handout that illustrated the "Gateways" into Fryeburg, these will be in subsequent discussions.
- i. Obviously the meeting went on much longer than our typical meetings however our agenda was designed for it, (thank you Sharon).
- j. Meeting was adjourned at approximately 7:40 PM

Respectfully,

David Chaffee
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