

Committee Members

Keith Peden, Chair
Zachary Knowlton, Vice Chair
Richard Di Iulio, Member
Mark Schultz, Member
Cassandra McKenzie, Member
Khalid Abdi, Member



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TOWN OF MEDWAY COMMONWEALTH OF MASSACHUSETTS

ECONOMIC DEVELOPMENT COMMITTEE

Minutes

Thursday, July 16, 2020 at 7:00 p.m.
Virtual Meeting via Zoom

Members Present (virtually): Keith Peden, Chair, Zach Knowlton, Vice Chair, Rich Di Iulio, Mark Schultz, Khalid Abdi

Members Absent: Cassandra McKenzie

Also Present (virtually):

Barbara J. Saint Andre, Director, Community and Economic Development
Katherine Mitchell, Recording Secretary

Chair Peden opened the meeting at 7:00 p.m.

New Business

Annual re-organization: Election of Chair and Vice-Chair

On a motion made by Chair Peden, seconded by Rich Di Iulio, the Economic Development Committee voted unanimously by roll call vote to elect Zach Knowlton as Chair.

Khalid Abdi	Aye
Mark Schultz	Aye
Zach Knowlton	Aye
Keith Peden	Aye
Rich Di Iulio	Aye

On a motion made by Mark Schultz, seconded by Rich Di Iulio, the Economic Development Committee voted unanimously by roll call vote to elect Khalid Abdi as Vice Chair.

Zach Knowlton	Aye
Rich Di Iulio	Aye
Keith Pden	Aye
Mark Schultz	Aye
Khalid Abdi	Aye

Assistance to Local Businesses

Mr. Peden stated six or seven restaurants wanted to initially expand their space and get outdoor seating approved. EDC, Ms. Saint Andre, and Selectmen assisted with this transition. Other

restaurants are in the pipeline to get approved. Ms. Saint Andre stated this process went smoothly and it was an effective way for them to work with Medway Business Council (MBC). Mr. Peden and Ms. Saint Andre agreed that Mr. Prutsalis of MBC was very supportive throughout the process.

Mr. Peden stated more businesses with outdoor dining are popping up. Mr. Peden also stated liquor licenses that were requested for the outdoor dining were able to go through. Mr. Peden questioned if there was more the EDC can be doing to facilitate this. He suggested keeping the relationship going with Medway Business Council. Chair Knowlton agrees that continuing the partnership with Mr. Prutsalis is in our best interest. Mr. Peden will continue to work with the Medway Business Council to assist them with COVID-19 related transactions.

Mr. Di Iulio stated the Planning and Economic Development Board (PEDB) held a meeting on June 23rd and the idea of a task force for the Central Business zoning revisions was discussed. Mr. Di Iulio stated it was decided to keep the matter in house with the PEDB. Mr. Di Iulio continued, the PEDB suggested meetings with the Board of Selectmen and the EDC to provide input. Voting will be left to the PEDB, but a joint meeting or workshop meeting could be held to provide input by Selectmen and EDC.

Chair Knowlton would like to continue communication with the Finance Committee. He plans to email a contact to partner on some initiatives. Mr. Knowlton believes this will be a good partnership to benefit the committee and the community.

Skill set database

Mr. Schultz stated this project is a joint effort between him and Mr. Abdi. Mr. Peden pointed out an already existing business directory, US.Business.Info, which includes directories throughout the entire country. Mr. Schultz reviewed the website to find a point of contact. Mr. Schultz questioned whether the Town would be receptive to us putting a link to the US.Business.Info website. Ms. Saint Andre had dialogue with IT Director, the Town does not put links such as this on their website.

Mr. Abdi met with Mr. Prutsalis from Medway Business Council regarding the database. The Medway Business Council is interested to make it all inclusive to all businesses in Medway. Mr. Abdi questioned if the committee developed this type of website themselves would the Town's IT department be open to linking to the website. The database would include a list of businesses within Medway. The EDC will own the link and domain site and this link can be uploaded on EDC site. Mr. Abdi stated this would be a way without outside exposure.

Ms. Saint Andre asked what the database would include. Mr. Abdi stated; business name, blurb of what they do, and a contact person. He suggested new businesses can upload the info themselves. Mr. Abdi stated a form can be included to be completed on their end to submit to be added to the database. Ms. Saint Andre also asked how we will be able to find all businesses within Medway. Mr. Peden questioned if we have the resources to put this up as well as maintain the site. He suggested taking the database in a direction it can be successful. Mr. Abdi questioned if IT could help build the database/website. Ms. Saint Andre stated she will ask IT if they can add a tab onto the EDC website to have a list of businesses with the Town. Mr. Abdi stated he will research businesses within the Town. Mr. Schultz suggested taking data from US.Business.Info to start. Chair Knowlton wants to ensure we are not taking on more than can be managed.

Mr. Abdi discussed that the Town of Bellingham has a business directory. He researched the site cost, which is \$350 to set up with an annual fee of \$300 to maintain. He recommended exploring

this idea with Medway Business Council as they stated they are open to have a budget on this project. Mr. Abdi stated next step is to check with IT to see if they can assist.

Ms. Saint Andre informed committee that there is a binder of business certificates within the Town Hall which may be public record. These are DBA businesses. She will also check to see what we have for data.

Potential Zoning Changes

Ms. Saint Andre mentioned the upcoming Fall Town Meeting and stated that the Committee could suggest proposed zoning by-law changes. She mentioned to gather any suggestions by next month. Each business district has specific uses and zoning by-laws need to be amended for each district, not just Central Business. The Schedule of Uses could be amended to allow food trucks in some districts, for example. Chair Knowlton questioned if this was in a PDF that Ms. Saint Andre could share with the committee members. Ms. Saint Andre stated the zoning by-laws are on the Town's website, but she can email them if needed.

Mr. Peden posed the questions: What could be incorporated into by laws that would benefit Medway? How do we approach this schedule of inclusion by district? What should be our priorities within that big picture to make Medway a more contemporary community to do business in? Ms. Saint Andre agreed with the questions. She added, what can we do short term for the Fall and for next May to be more strategic?

Reports

Use of Economic Data – Zach Knowlton

Chair Knowlton stated contacts are busy focusing on other things currently. Ms. Saint Andre stated Metrowest 495/Partnership sends out a weekly update and it is good to read to keep on top of the data. It is posted on the EDC webpage. Mr. Knowlton stated the most up to date data is from the Metrowest/495 Partnership. Mr. Knowlton stated there is a one to two year lag on most recent data. Mr. Peden recommended we have this explanation with the data on the website, so it is understood.

Planning and Economic Development Board- Rich Di Iulio

The PEDB discussed the master plan, and decided to postpone creating a task force due to the COVID-19 emergency; the PEDB will revisit this in November. Three projects are currently pending before the PEDB – 218 Main Street multi-family project, Medway Plaza, and Medway Mills site plan to add parking. The PEDB has also discussed beginning to meet again in person.

Minutes Approval June 18, 2020

On a motion made by Rich Di Iulio; seconded by Khalid Abdi, the Economic Development Committee voted unanimously by roll call vote to approve the minutes of June 18, 2020.

Zach Knowlton	Aye
Keith Peden	Aye
Richard Di Iulio	Aye
Mark Schultz	Aye
Khalid Abdi	Aye

Next meeting: August 20, 2020

On a motion made by Rich Di Iulio, seconded by Keith Peden, the Economic Development Committee voted unanimously by roll call vote to adjourn at 7:57 p.m.

Zach Knowlton	Aye
Keith Peden	Aye
Richard Di Iulio	Aye
Mark Schultz	Aye
Khalid Abdi	Aye

Respectfully submitted,

Katherine Mitchell, Recording Secretary

Edited by Barbara J. Saint Andre
Director, Community and Economic Development