



**Town of Medway  
Economic Development Committee Minutes  
Thursday February 21, 2019  
Medway Town Hall  
155 Village Street  
Medway, MA 02053**

**MEMBERS PRESENT:**

Keith Peden, Chair, Deanna Kaiser Doughty, Vice Chair, Rich Di Iulio, Zach Knowlton, and Anthony Varrichione

**MEMBERS ABSENT:**

Jennifer Kendall and Paul Yorkis

**ALSO PRESENT:**

Barbara J. Saint Andre, Director, Community and Economic Development  
Wendy Harrington, Recording Secretary

Chairman Peden opened the meeting at 7:00 pm.

**New Business:**

**Route 109 Banners**

Ms. Saint Andre reported that she met with the town's Communications Director, Ms. Johnston, and Dan Connolly of the Design Review Committee to discuss the Route 109 banners. There are 64 poles with banner holders in place. Product photos were presented and reviewed. Medway Business Council has been asked for their input. These are meant to be decorative, not distracting, and pleasing to the eye. Ms. Saint Andre is working on pricing, and the target to have the banners installed is July. The banners will likely be paid for out of the DPW budget and could be changed out seasonally as funds permit. A potential long-term goal is to advertise Medway businesses on them.

**Conflict of Interest**

All members must acknowledge receipt of the Conflict of Interest summary and participate in the online training prior to April 5, 2019. Once completed please submit your certificate to Barbara Saint Andre, or Allison Potter, Assistant Town Administrator.

**Discussion of Goals for EDC**

Chairman Peden presented a document that was an internal facing document to structure the Committee's thinking and behavior and to produce some measurable results. Mr. DiIulio thinks there should also be a mission statement and goals on the website so the Town will know what to expect.

Mr. Knowlton recommended members take a look at the Town of Holliston Economic Development Committee website, as an example of the direction this group should head towards.

Chairman Peden asked that members review the document that was presented and return to the March meeting with thoughtful comments on how to move forward using this document.

## **Reports**

### **Oak Grove Zoning Task Force**

Mr. Varrichione gave an overview of where the Task Force is at this point. The group continues to meet and review the bylaws that were proposed for Form Based Zoning. There have been discussions on a public outreach before bringing forward at Town Meeting. The process is two fold, first acquiring the land, and then creating the zoning to shape the area for a developer to come in to develop the area to what the town would like to see it become.

Ms. Saint Andre hopes to have the proposed zoning amendments presented to other town groups (e.g., EDC, Planning, Board of Selectmen and the Medway Business Council), which will help to build momentum and committee backing before the public outreach meeting. Mr. Di Iulio believes if the project is explained well enough and information is given to more people, the residents will be more accepting.

### **DEVELOPMENT HANDBOOK**

Ms. Kaiser Doughty provided feedback to Ms. Johnston on February 8, 2019. She is working on the many items that need to be reworked, including a welcome letter. Ms. Johnston will be invited to attend the March meeting to review progress

### **Medway Business Council**

Chairman Peden has been in touch with the Medway Business Council to try to align the visions for the ribbon cutting and Route 109 and completion celebration. Chairman Peden is looking to the Town Administrator for a clearer vision and direction. Ms. Saint Andre will speak to Mr. Boynton and possibly ask to have a Selectman on board to help with a working group.

### **Use of Economic Data**

Mr. Knowlton has been working with the Chairman of the Metrowest Research Center and they have agreed to prepare a one-page document at no charge, as long as this group is open to future projects with the Center. The complimentary document should be available for review at the March meeting to review and post publicly. The research center is where economic groups in

Massachusetts go for information on housing, schooling and demographics, and Mr. Knowlton is fairly confident in their abilities.

### **Cultural Council**

Ms. Kendall was not present.

Chairman Peden reviewed the presentation from the Cape Cod Cultural Council for those who were not present at the last meeting. He has since visited their location and has solidified their agreement to mentor our group.

### **Minutes Approval January 17, 2019**

On a motion made by Mr. Di Iulio and seconded by Mr. Varrichione, the Economic Development Committee voted unanimously to approve the minutes for the January 17, 2019 meeting.

### **Other business**

A brief discussion took place regarding the potential for the McDonald's vacant space.

Mr. Varrichione talked of the Odd Fellow's Hall, its current status and potential for future use.

Mr. Knowlton will look at innovative ways to reach out to local businesses that are leasing properties to work with them to hopefully keep them in the community after their leases have expired.

### **Next meeting 3/21/19**

On a motion made by Mr. Di Iulio and seconded by Ms. Kaiser Doughty the Economic Development Committee voted unanimously to adjourn at 8:09 pm.

Respectfully submitted,

Wendy Harrington, Recording Secretary

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

### **List of Documents Reviewed at the Meeting**

1. Medway Economic Development Committee 2016 Discussion Outline