

## RICHMOND ECONOMIC DEVELOPMENT COMMISSION

March 8, 2016 – MINUTES

Call to order: 9:05 AM

MEMBERS PRESENT: David Woodmansee, Ed Smith, Joe Sheehan, Josh Comerford, Meredith Westner

GUESTS: Karen Pinch, Henry Oppenheimer, Tom Simjian (Keller Williams), Michael Walker (RI Commerce Corporation), Elizabeth Tanner, Esq. (RI Commerce Corporation)

MOTION: Approve January Meeting Minutes [Ed Smith/Meredith Westner 2<sup>nd</sup>/All in Favor]

### NEW BUSINESS:

- Presentation by RI Commerce Corporation – Elizabeth Tanner, Executive Vice President of Client Services and Michael Walker, Senior Project Manager. Overview of many of the RICC programs and incentives including tax credits, financing, Real Jobs RI, grant programs, Rebuild RI, renewable energy fund, export assistance, Business Engagement Center at URI, and “lean” process development for business licensing. NO VOTES
- Presentation by Tom Simjian from Keller Williams Commercial. Discussion of available property that is adjacent to Westerly Community Credit Union and potential uses for the parcel. General overview given of where to find commercial real estate listings, how & when databases are updated, and how to add owner listed parcels to databases. NO VOTES

### OLD BUSINESS

- EDC Website – MOTION: Josh Comerford to design and develop a WordPress website template. [Josh Comerford / Ed Smith 2<sup>nd</sup> / All in Favor]
- Richmond Community Marketplace
  - Discussion took place regarding insurance and entity structure still being unresolved.
  - MOTION: Use Hope Valley Indoor Winter Farmers Market as a conduit to host the Richmond Community Marketplace with funds to be collected by the town with proceeds/benefits to go the Richmond EDC and Richmond Parks & Recreation

Department in an amount to be determined later [Josh Comerford / Ed Smith 2<sup>nd</sup> / All in Favor].

- MOTION: Insurance policy to be secured by David Woodmansee to cover the RCM and add the Town of Richmond as an additional insured [Josh Comerford / Ed Smith 2<sup>nd</sup> / All in Favor].
- MOTION: Request Town Council to re-appropriate \$500 from the current EDC budget to be used for the Richmond Community Marketplace [Josh Comerford / Meredith Westner 2<sup>nd</sup> / All in Favor].
- 2016-2017 Budget Request
  - MOTION: 2016-2017 budget is to include \$1000 for lean business licensing process review; \$150 for website; \$750 for marketing & mailings; \$500 for RCM insurance [Josh Comerford / Meredith Westner 2<sup>nd</sup> / All in Favor].
- EDC Chair, Vice-Chair, and Clerk Elections
  - MOTION: Josh Comerford to be the Chairperson, David Woodmansee to be the Vice-chair, and Meredith Westner to be the Clerk [Ed Smith / Joe Sheehan 2<sup>nd</sup> / All in Favor].

MOTION: Adjourn 11:10 AM [Meredith Westner/Josh Comerford 2<sup>nd</sup>/All in Favor]