

Economic Development Citizens Advisory Committee (EDCAC)

Minutes for the March 8, 2017, Committee Meeting

Held in the Merrimack Memorial Room

Merrimack, New Hampshire

Committee Members

Present: Susan B. Lee, Ken Asai, Douglas C. Dowell, Joshua Schiavone

Absent: Dawn Shepherd

Excused: David Shaw

Town Council Representative: Bill Boyd

Guest(s): None

Public attendee(s): None

1. Call to Order

Susan B. Lee, Chairman, called the meeting to order at 7:18 p.m.

2. Announcements

EDCAC members thank Dawn Shepherd for her service as a committee member, and wish her well on her relocation to Thailand, where she will be teaching English.

3. Business

a. Project tracking program – Doug Dowell

The committee discussed a proposed project tracking software program, Trello, and its merits relative to a simple tracking system which Doug developed and submitted to the committee for its use a few years ago.

The committee concluded that a simple tracking system with virtually no learning curve requirement would be preferable to a system which had any learning time associated with it. Therefore, it was decided that the committee would employ the system Doug developed.

Ken indicated that he would like to review Doug's system with the purpose of exploring additional functionality for that system. Ken's action item is the first to appear on this system.

b. Continue review of economic development portion of Town website

Susan provided printouts of a flowchart she prepared of the elements of the EDCAC portion of the Town website.

Reviewing these printouts, topics discussed were:

- Keeping the elements in alphabetical order
- The appropriateness of Twitter to the concept of Business Resources
- Overall organization and layout of the pages

- Current and proposed functions of each of the tabs
- The Welcome letter
- Revision and deletion of certain sub-element links

Ken will provide a mock-up of the Welcome page for the next EDCAC meeting. The committee will discuss this page and others at the next meeting.

c. Discuss plans for holding a workshop on local and regional services available to businesses

Susan has asked Laurel Bistany to make a presentation on this subject, with Tim Thompson contributing. The intended participants of this workshop are representatives of current and prospective town businesses. The committee discussed possible publicity methods. Examples are Twitter, Facebook, email, Town Council meetings, and display boards in various locations throughout the town of Merrimack

d. Other topics that may be raised during meeting

No other topics were raised during the meeting.

4. Approval of Minutes – 02.08.2017

Minor corrections were suggested through committee discussion.

Motion to accept the minutes as corrected was made by Ken Asai and seconded by Joshua Schiavone. The motion passed 4-0-0.

5. PUBLIC COMMENT

No members of the public attended the meeting.

6. EDCAC MEETING SCHEDULE

The next meeting of EDCAC will be held in the Merrimack Memorial Room on April 12, 2017.

7. ADJOURNMENT

Motion to adjourn the meeting was made by Joshua Schiavone and seconded by Doug Dowell. The motion passed 4-0-0 and the meeting was adjourned at 8:21 p.m.

These minutes are respectfully submitted to the Committee by Douglas Dowell, Acting Secretary.

These minutes were approved on 04/12/2017, by a vote of 4-0-1 on a motion made by Ken Asai and seconded by Joshua Schiavone.