



## Town of Warren, Rhode Island

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### Minutes of the Economic Development Board

The Town of Warren, RI Economic Development Board met at a Regular Meeting on July 18, 2011 at 6:00 p.m. at Town Hall, located at 514 Main Street. The presiding officer was Sara Volino. Board members present were Paula Silva, Karen Dionne, Brandt Heckert, Kate Dickson, Darcy DaCosta, and Mark Lombardi. Ex officio member Caroline Wells was absent. Board members Joel Cary and Spencer Morris were absent. Ms. DaCosta left the meeting at 6:30 p.m. Kristin MacDonald was present at the meeting to serve as Secretary to the EDB.

The meeting was called to order at 6:05 p.m.

#### **1. Review and Approval of Minutes from the Regular Meeting of June 20, 2011**

The minutes from the regular meeting held on June 20, 2011 were reviewed by the members via email. Ms. Dickson made a motion to accept the minutes, the motion was seconded by Mr. Heckert, and all members were in favor.

#### **2. Review and Approval of Minutes from the Executive Meeting of June 27, 2011**

The minutes from the executive meeting held on June 27, 2011 were reviewed by the members via email. Ms. Dickson made a motion to accept the minutes, the motion was seconded by Mr. Heckert, and all members were in favor. The minutes from this meeting are to be sealed.

#### **3. Update on parking signage program re: printing and installation of new signs**

Ms. Dionne reported that as far as the printing of new parking signs that there is approval for 38 three hour parking signs and 8 thirty minute signs as well as two directional signs for the municipal lots. There has been a \$4 increase in the price of each sign due to the cost of aluminum. A motion was made by Ms. Silva to use \$200 from the current budget to cover the increase in the parking signs, the motion was seconded by Ms. Dickson, and all members were in favor.

Ms. Dionne stated that Mary Dondero of Silktone Printing and Graphics needs to be paid for the banners and needs a 50 percent deposit on the new order before she begins the work. Apparently Ms. Dondero has not been able to contact Caroline Wells regarding payment on the past order. Ms. DaCosta suggested that Silktone resubmit an invoice to

Ms. Wells with the terms of payment. The Board agreed that Ms. Dionne should talk to the Town Manager the payment of the Silktone invoices.

#### **4. Review of 2011 Work Plan objectives to implement open actions and schedule future actions (Silva)**

The Board reviewed open actions on the work plan including the removal of sign clutter on public spaces. Ms. Silva suggested that it would be good to remove some of the old signs before the Discover Warren event in October. Ms. Dickson stated that merchants located on the route of the Walk About could also request that the town remove the defunct signage on public spaces. Mr. Lombardi said he would contact Mr. Malik and Mr. Massed about the removal of old signs. Ms. Dionne and Mr. Heckert agreed to photograph examples of sign clutter on public property.

#### **5. Update on Warren Arts Initiative survey results (Silva)**

The Warren Arts Initiative sent out an online survey to local artists to track statistical information about the artistic community as well as artist's current activities and future initiatives. Ms. Silva reported that the survey had a 52% response rate with 70 out of 135 artists returning the survey. Ms. Silva read the Board the executive summary of the results of the survey. Ms. Dickson noted that the information available in the survey would be an asset to individuals or organizations seeking grant opportunities. Ms. Silva stated that the survey results should be incorporated into the Comprehensive Plan.

#### **6. Update on meeting with RIPTA re: TransArt bus shelter program (Dickson)**

Ms. Dickson had a meeting with Caroline Wells and Brooks Almonte of RIPTA regarding the TransArt bus shelters. According to Ms. Dickson there is potential grant money available to cover the town's portion for two bus shelters. Possible grant sources would be the community block grant and a grant from the RIDEM. Going forward a small design committee composed of representatives from various town boards will be formed to work on design specifications. The Board discussed a fundraiser to cover costs of the project, potentially in cooperation of Discover Warren and Warren Arts Initiative. The Board also discussed the placement of the bus shelters and the possibility of using one as an information center. Ms. Dickson stated that she will keep the Board updated on the project.

#### **7. Update on Discover Warren activities including website, marketing, promotions, and upcoming events (Dickson)**

Ms. Dickson reported that the Discover Warren website will have a page dedicated to commercial property for rent in town. Discover Warren also received \$1000 from Newport CVB to print and distribute Discover Warren postcards. Ms. Dickson discussed the "Warren for Gansett" campaign that was started by Discover Warren merchants.

**8. Discussion and Action on preparation of a status report to Town Council on EDB activities (Dionne)**

Ms. Volino and Ms. MacDonald agreed to meet to put together a list of EDB activities for the status report.

Mr. Lombardi requested that the creation of a business incentive program be added to the agenda for the August meeting.

The meeting was adjourned at 7:40 p.m.

Respectfully Submitted,

Kristin M. MacDonald

Minutes submitted by Kristin MacDonald  
August 7, 2011

