



Town of Warren, Rhode Island

Minutes of the Economic Development Board

The Town of Warren, RI Economic Development Board met at a Regular Meeting on November 18, 2013 at 6:00 p.m. at George Hail Library. The presiding officer was Karen Dionne. Board members present were Sara Volino, Moe Clare, Kathy Tucciarone, Mark Lombari, and Spencer Morris. Board members Ben Terry and Christine Lichatz were absent. Bill Nash, Town Hall liaison to the EDB, was in attendance. Kristin MacDonald was present at the meeting to serve as Secretary to the EDB.

1. Review and Approval of Minutes from Regular Meeting held October 21, 2013

The minutes from the regular meeting held on October 21, 2013 were reviewed by the board via email. A motion was made by Ms. Volino to accept the minutes, the motion was seconded by Mr. Lombari, and all members were in favor.

2. Update on status of economic development coordinator position*

Mr. Nash reported that the Town Manager hired someone for the economic development coordinator position. At this time, Mr. Nash did not know the specifics regarding the new candidate, but he noted that Mr. Gordon will shape the position to fit the candidate's particular skill set. He will have more information about the position at the December meeting.

3. Review process for opening a business in Warren and discuss recommendations to improve process

The Board discussed process currently in place for opening a business in Warren. The Board agreed that Warren has a good brochure and sufficient information available on the website; however, the process can be confusing and there is still a need for a point person in the Town Hall. Mr. Nash and Mr. Clare further discussed the upcoming project with the State of R.I. Department of Business Regulation to produce an electronic flowchart which will streamline the business startup process in Warren. This project will be handled by a work group consisting of Mr. Nash, Ms. Wells, the Town Clerk and the new Economic Development Coordinator. Possibly, this project with the state could begin over the winter of 2014.

4. Update on RI Local and Town Hall Landscaping projects

There was an advertisement featuring Warren in the October issue (p. 104) of RI Local. This advertisement cost \$600.00; however, Mr. Lombardi noted that he was not sure who gave the final approval for this advertisement. Ms. Dionne said she would speak to Caroline Wells about the remaining advertising budget, as well as the status of the funds for the Town Hall Landscaping project. Due to the absence of Ms. Lichatz, the Board will discuss the Town Hall landscaping project at the December meeting.

5. Review goals and duties of Economic Development Commission as established by the Town of Warren

Ms. Dionne noted that Caroline Wells (Town Planner) had asked her to put this item on the agenda. Ms. Dionne requested that the present board members go online to review this information for discussion and review at the December meeting.

6. Discuss and assign new projects from 2013-2014 work plan

Due to the time, the Board agreed to discuss this item at the December board meeting.

A motion was made to adjourn by Ms. Dionne, the motion was seconded by Ms. Tucciarone, and all members were in favor.

The next meeting of the EDB is scheduled for Monday, December 16, 2013.

The meeting adjourned at 8:00 p.m.

Respectfully Submitted,

Kristin M. MacDonald
December 15, 2013

