

Arundel Economic Development Committee

Special Meeting Minutes

April 2, 2013 at 6:00PM

Mildred L Day School Library
600 Limerick Road

Members: John Bell, Jen Burrows, Ira Camp, Sam Hull, and Linda Zuke

Other Attendees: Tad Redway, Town Planner; Sally Bates

Call to Order: Chair Camp called the meeting to order at 6:28pm.

1: Market & Branding Study Project: Update on TCG Contract

Chairman Camp stated that the quantity and tone of emails exchanged between the Committee in the preceding week was excessive and unnecessary. Mr. Camp requested that in the future the membership limit the number of emails, focus on content, and less on conflict. The members agreed.

Mr. Hull expressed concern how the membership would effectively communicate if email exchanges were limited. Mr. Camp stated that emails should continue to be the primary means of communication but they should be used judiciously.

In response to Ms. Zuke's inquiries, Mr. Redway reported that The Chesapeake Group would be in Arundel April 9-11, with the primary focus of their investigation to be follow-up interviews with Town Manager, Selectmen, Kate's Butter, the KKA Chamber of Commerce, the Biddeford Airport Management, and to meet with the EDC the first night of the visit. A focus group of new residents (<5 years) was also being organized from randomly selected households identified on master lists compiled by the Planner and the Assessor.

Ms. Zuke and Mr. Hull expressed concern that the TCG schedule had drastically changed from the originally scheduled May 9th meeting, and therefore there was insufficient time to prepare for TCG's arrival. Mr. Redway explained that TCG had made a typing error in scheduling the next meeting, citing May 9th instead of the intended April 9th. Mr. Redway assured the Committee that TCG contract with the Town is fixed and the consultant must provide all the contracted services specified regardless of how many unscheduled trips were required to meet these obligations.

Mr. Bell stated that the Committee had not been provided with a copy of the TCG contract. Mr. Redway informed the EDC that the TCG proposal was specified as the scope of services of the contract. Therefore the Committee already was in possession of the scope of the TCG contract. Mr. Bell was disappointed that the Committee was unaware of this fact.

Mr. Hull stated that the EDC should exercise direct communication with and control over the activities of the consultant. In response, Ms. Zuke proposed that the EDC appoint a member to serve as the Committee's project manager. Mr. Redway reminded the EDC that the contract was between the Town and TCG. As the Town's CEO, the Town Manager serves exclusively as the contract administrator and he has already appointed the Town Planner as the Project Manager. The EDC can

designate a member to serve as the principal contact between the Town Planner and the EDC, however, email renders such a position redundant.

Mr. Camp stated that an established chain of command was essential in order to avert confusion and micromanagement.

Adjournment: With members of the public entering to participate in the Public Workshop, Mr. Camp made a motion to adjourn the special meeting at 6:50 PM. Motion seconded by Ms. Burrows.

VOTE: Unanimous.

I hereby certify that the above is a true and accurate record of the Economic Development Committee meeting of April 2, 2013.

John Bell, Secretary