

# Arundel Economic Development Committee

## Minutes

**July 8, 2014 at 6:00 PM**

**Weirs Motors Conference Room  
1513 Portland Road**

**Members in Attendance:** Ira Camp, Jen Burrows, Linda Zuke, Sally Bates, Sam Hull, John Bell  
**Other Attendees:** Tad Redway, Town Planner,

**I. Call to Order:** Chairman Camp called the meeting to order at 6:23 pm.

**II. Approval of Agenda:** Mr. Camp moved to approve the agenda. Ms. Zuke seconded and the motion passed unanimously.

**III. Public Comments:** No members of the public were in attendance at this meeting.

**IV. Approve minutes of 6/19/14:** Mr. Camp moved to accept the minutes of the meeting of 6/19/14. Ms. Zuke seconded and the motion passed unanimously, with the exception of Mr. Hull who abstained due to his absence on 6/19.

**V. EDC Budget: Discussion with Action:** Proposed budget for \$1,000 funding appropriated at Town Meeting. Mr. Camp noted that the Town Manager had indicated at the last meeting that he would present the committee with a list of economic development groups which the EDC might be inclined to join, with the intent of using part of the \$1,000 appropriation for membership fees. Due to Mr. Shea's absence from this meeting, it was requested, after a brief discussion of economic development resources, that Mr. Redway ask the Town Manager to e-mail any information he had compiled to the committee members, so that they could research these organizations before the next EDC meeting.

**VI: Economic Development Plan: Progress Report and Schedule:** The Town Planner notified the committee that he was presently working on a competitive analysis for Arundel and surrounding communities to add to the report provided by The Chesapeake Group. He noted that Saco and Biddeford were experiencing little success in selling space in their industrial parks and as a result were concentrating more on smaller downtown development projects. He also noted that having previously focused their marketing efforts on a substantial direct mail campaign, with little success, Saco and Biddeford were now shifting their marketing efforts more toward social media.

After a brief discussion of marketing efforts in Saco and Biddeford, Ms. Zuke suggested that the committee should focus on completing the Economic Development Plan. After a review of the Economic Development Plan Outline which had been previously submitted

by the Town Planner, it was agreed to expedite the completion of the plan by assigning specific sections to each EDC member. Assignments were agreed upon as follows: Mr. Bell would focus on demographic trends, socio-economic trends, inventory of existing businesses and inventory of business zoned lands, Mr. Redway would develop growth projections and projected budget impacts, and analyze Arundel's market position, Mr. Hull would address target industries and businesses and capture potential, Mr. Camp would develop the opportunity and liability analysis, and Ms. Zuke would research funding sources. Mr. Redway suggested that the committee focus on Sections II through V of the plan before seriously addressing funding and strategies.

Mr. Camp pointed out the need to mold what was essentially a technical document into a format which could be easily understood by other municipal bodies and the general public. Mr. Bell suggested that the different sections be developed further before trying to put the document into a more narrative form. Mr. Hull suggested setting a timeline for the plan and Mr. Camp stressed the importance of getting a draft of the plan to other town committees as soon as possible. It was therefore agreed that each member would try to complete his assigned sections prior to the next EDC meeting, with the intent of having a first draft of the plan completed by fall.

## **VII: Arundel Land Use Ordinance:**

- 1. Status Report on Comprehensive Plan Schedule:** Mr. Bell notified the Committee that the CPRC would be considering combining the R-3 and R-4 districts into a single district, because there were at present only minor differences between the two. He also stated that the Chair of the CPRC had proposed enabling large land owners (ten acres and over) in residential districts to use their land for other purposes than residential use, provided that such use did not adversely impact the residential areas.
- 2. Planning Board schedule for LUO Completion:** Mr. Redway notified the Committee that in an effort to expedite the development of the new LUO, the Planning Board would be instituting some changes in their by-laws and procedures at their next meeting. This would include adhering to Roberts Rules of Order. He also stated that the Planning Board was anticipating completion of the new LUO in time to present it for a vote at the June 2015 Town Meeting. Mr. Redway presented the Committee with copies of the format and Table of Contents for the new LUO.
- 3. Discussion with Action: Role of the EDC in Comp Plan and LUO deliberations:**  
After a brief discussion, it was agreed that the EDC should focus on completion of the Economic Development Plan as outlined in Paragraph VI.

**VIII: Set Agenda and Next Meeting Date:** The next meeting of the EDC was set for 12<sup>th</sup> August, 2014.

**IX. Adjournment:** Mr. Hull moved to adjourn the meeting, seconded by Ms. Bates, and the meeting was adjourned at 7:35 pm.

*I hereby certify that the above is a true and accurate record of the Economic Development Committee meeting of July 8th, 2014.*

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*John Bell, Secretary*