

## **Town of Eliot**

### **Business Development Committee-Meeting Minutes-October 28, 2009**

**Present:** John Chagnon, Craig Goss, Russ McMullen, Kristin McMullen-Orr, Betsy O'Donoghue, Dwight Snow, Doug Keith

**Call to order:** John Chagnon-5:05pm

**Welcome and Introductions:** Chairman John Chagnon announced the Board of Selectman's approval of Doug Keith as a member and officially welcomed Doug as the newest member of the committee.

**Public Comment:** none

**Review of Agenda:** Agreed upon.

**Review of Minutes:** September 23rd meeting minutes reviewed. Motion to accept; Kristen Orr; Doug K. 2<sup>nd</sup>; all approved

**Business Development Committee-By-Laws:** The committee reviewed two versions of EBDC by laws presented. Kristin Orr led a presentation outlining the differences/similarities between the two. The versions were marked up and additions/clarifications were made. Changes were approved. A final version summarizing recommendations will be put together by chairman and reviewed at next meeting.

**Business Registration ordinance:** The business registration ordinance was a recommendation made by the committee to the board of selectman at a prior meeting. Four versions of the proposed ordinance were given to the committee for input.

All versions were reviewed. Mark ups were made on the various versions. Recommendations for change were discussed. It was recommended that bullet points of our recommendations be put together for Selectman review.

Chairman Chagnon requested that Doug K. prepare the bullet point in a coherent form to be presented at the next meeting for approval. These bullet points will be passed on to the Selectman. Doug K. agreed, thank you.

#### **Letters Regarding Building Height (Proposed Ordinance change):**

The committee reviewed two letters Dwight S had prepared, one to the selectman, the other to the town fire chief, regarding our recommendation for a proposed ordinance change on building height.

Language of the letters was reviewed and refined. The committee was stuck on an appropriate height number to recommend. Chairman Chagnon recommended talking to an architect. It was also recommended that the Fire chief be contacted for input on an acceptable height.

The committee gave its blessing for Dwight to make contact with appropriate parties to come up with a height recommendation for our next meeting.

**Coordination with Kittery:** Nothing new to report.

**Eliot Business after hours:** Next event January 13<sup>th</sup>-Nothing new to report.

**Eliot Trade Show:** Kristin Orr and Craig Goss met as a sub- committee to start some initial planning on the trade show. Items discussed included location alternatives, date and time alternatives, Ideas for set up and promotion.

Kristin had to leave the meeting early. An initial presentation of ideas will be given at the next meeting.

**Sign Project:** the Eliot sign is being built as we speak. A list was made and presented to the committee to go before the town public works dept on the responsibility breakdowns we are expecting during instillation. Chairman Chagnon was going to review with Public works to make sure we have covered all bases.

The idea of a press release was discussed as we are getting close to installation of sign. It was recommended that ideas for a press release be gathered for review at the next meeting.

**Business Development:** No new businesses this month.

**New Business:** None

**Next Meeting:** November 18<sup>th</sup>, 5:00pm Eliot Town Hall.

**Adjourned:** 6:55pm