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## **ECONOMIC DEVELOPMENT COMMISSION MEETING MINUTES**

**WEDNESDAY, DECEMBER 6, 2023 @ 7:00 PM  
Medford Town Hall Community Room**

### **ROLL CALL:**

The meeting was called to order at 7:03 pm.

Present: Sarah Cooper, Michelle Voorhees, Avril Dickerson, Dave Miller, Brian Seltzer, Mike Pagnotta, Mike Baublitz, Beth Portocalis and Councilwoman Donna Symons-Council Rep.

Absent: None

Guests/Public: None

**APPROVAL OF MINUTES:** Nov. 1, 2023 meeting. Mike Pagnotta made a motion to approve the minutes, seconded by Brian Seltzer. Unanimously approved.

### **NEW BUSINESS / ON-GOING PROJECTS**

- I. Local Business (spreadsheet of available commercial properties)  
Sarah Cooper is working with Beth Portocalis to make spreadsheet available to all as a Google share doc.
- II. Feedback received back from Surveys & business visits:
  - a. Two more surveys were submitted
  - b. Feedback from guest speaker – going forward give 20 minute time frame and topic outline for discussion.
- III. Main Street Business Directory
  - a. Proposal presented to Council. Council generally in favor. Starting in the Village Business District.
    - i. Questions about QR code placement
    - ii. Needs to not be big expense.
    - iii. If “business cards” with the QR codes are printed; they will be on display and taken voluntarily so as to control waste.
  - b. Comcast Welcome Sign by Gazebo – old and not up to date. Amanda Smith (Carriage House Antiques) would love to volunteer to help. She has already

developed a Map of the Village with the retail, eatery, & service businesses listed. So would only need to add the professional-type businesses.

- i. She already has QR code and map. See attached.
- ii. QR code to go on sign
- iii. Key to remain the same and add other businesses/professional offices
- iv. May eliminate need for a new kiosk & other signage.
- v. May need to have conversation with Main Street Merchants of Historic Medford Village(MedfordMainStreet.org)
- vi. Please note copyright.

IV. Update on “Opening A Business in Medford” Brochure - All  
This is on hold till 2024

V. Miscellaneous

- a. Beth sees we are making a difference and express her gratitude
- b. Council also gives thanks and aware of full lives outside of commission. Council gave LOVELY thank you gift.
- c. Dave Miller & Brian Seltzer were thanked for their service on the Board. Dave Miller expressed thanks for the support he was given as Chair.

VI. Dickens Festival Post event comments

- a. The number of food trucks and their location seemed to be the most commented aspect of the event. Suggest to Merchants Assoc. that where there is food, there will be people.
- b. Councilwoman Symons will be liaison to the Main Street Merchants Association for 2024

**ADJOURNMENT:**

Mike Baublitz proposed to adjourn the meeting at 7:30 pm. Dave Miller seconded. Unanimously approved.

**\*\*NEXT MEETING – Anticipated to be WEDNESDAY, January 3, 2024 @ 7:00 pm**