

**CITY OF EAST PROVIDENCE
ECONOMIC DEVELOPMENT COMMISSION**

**Minutes of January 21, 2020
Held In Conference Room A**

Present were Chairman Killian, Frederick Radway, Michelle Martins Botelho, Melissa Linhares, Dominic Leonardo, Daniel Corria, Dean Amromare, Scott Haggerty, and James Moran

The meeting was called to order at 7:00 pm.

Mr. Amromare was introduced by Mr. Moran as the newly appointed member of the Economic Development Commission.

New Business

Agenda Item 1. Approval of December 5, 2019 draft Minutes

On a Motion by Mr. Radway, Seconded by Ms. Martins Botelho, the Commission unanimously approved the December 5, 2019 Minutes.

Agenda Item 2. Approval of 2020 Meeting Schedule

On a Motion by Mr. Radway, Seconded by Mr. Leonardo, the Commission unanimously approved the 2020 meeting schedule as submitted. The 2020 schedule is as follows:

January 21
February 20
March 19
April 16
May 21
June 18
July (No July Meeting Scheduled)
August (No August Meeting Scheduled)
September 17
October 15
November 19
December 17

Agenda Item 3. Nomination and Election of Commission Officers

With the new year, the nomination of Chairman, Vice Chairman and Secretary was open for discussion. Chairman Killian indicated that he wished to step back from his role as Chairman. After discussion, Vice Chairman Fred Radway nominated Michelle Martins Botelho for the position of Chairwoman. Ms. Botelho accepted the nomination and was unanimously approved by the Commission. Mr. Radway nominated Domenic Leonardo for Vice Chairman. Mr. Leonardo accepted the nomination and was unanimously approved by the Commission. Mr.

Moran indicated that he would be happy to continue as the recording Secretary for the group. The Commission approved Mr. Moran in his continuing role as recording Secretary.

Agenda Item 4. Revision of the City's loan application, Commissioner's Summary Report

Mr. Moran stated that he would, in future loan applications to the Economic Development Commission, provide a Commissioner's Summary report of the loan applications received to make it easier for Commission members to receive a concise synopsis of the loan application. The original synopsis draft was prepared by Commission member Jonathan Killian

Agenda Item 5. Update on www.eastprovidencebusiness.com website improvements and other technology related improvements

A broad category of items were discussed at the meeting.

Mr. Moran discussed the City's website and he and the Commission reviewed the Google Analytics page for the site to provide information to the Commission on who is visiting the website and what they are looking at when they are on the website. The amount of time (bounce rate) that people stay on the website was discussed and what methods and improvements that might be developed on the site to reduce the overall bounce rate and increase a site visitor's ability to obtain the information they are looking for quickly and efficiently.

Mr. Moran brought the Town of Groton's Economic Development website up for the Commission to review. The Commission agreed that the Groton site was an excellent example of a very comprehensive economic development website and that the East Providence site might be able to be amended to include some of the innovations that are being used in the Groton website. Mr. Moran said that he would reach out to the Economic Development Director in Groton to discuss their website and report back to the Commission at our next meeting.

Mr. Moran discussed the creation of a dedicated electronic portal for the submittal of loan applications to the City. The potential to develop an ftp site was discussed at the meeting. Mr. Moran indicated that he would reach out to the City's IT Department to discuss the process for developing an ftp site that would allow for the submission and review of loan applications and report back to the Commission at the next meeting.

Adjourn: The Commission voted to adjourn the meeting at 8:20 pm

Signed:

James Moran
Recording Secretary