



CITY OF EAST PROVIDENCE ECONOMIC DEVELOPMENT COMMISSION

Minutes of November 19, 2020 7:00 pm

Held through Zoom Virtual Meeting Conference

I. Call to Order

The open session of the meeting was called to order by Chairwoman Botelho at 7:00 pm. Those identified present in open session were Chairwoman Botelho, Mr. Radway, Mr. Killian, Mr. Corria, Mr. Leonardo, Mr. Brun, Mr. Lis, Ms. Linhares, Mr. Moran (staff) and Mr. DeCosta, legal staff. Also in attendance was Laura McNamara from the East Providence Area Chamber of Commerce.

a. Approval of Minutes of September 17, 2020

On a Motion by Mr. Radway and Seconded by Mr. Killian the Economic Development Commission unanimously voted to approve the September 17, 2020 Minutes as submitted.

II Executive Session Vote

On a Motion by Mr. Radway and Seconded by Mr. Killian, the Commission in attendance at the open session unanimously voted to enter into Executive Session pursuant to RIGL 42-46-5(a)(7) to discuss the investment of public funds where the premature disclosure would adversely affect the public interest.

The Executive session commenced to deliberate on the Chibi's Choice commercial loan application.

Reconvening of Open Session

Chairwoman Botelho re-convened the Commission into open session through a roll call vote. The Commission unanimously voted to re-convene in Open Session with the following attendees voting:

Voting: Chairwoman Botelho – Aye
Mr. Leonardo - Aye
Mr. Radway - Aye
Mr. Killian –Aye

Ms. Linhares - Aye
Mr. Corria -Aye
Mr. Lis - Aye
Mr. Brun - Aye
Mr. Moran –Aye

On a Motion by Mr. Radway and Seconded by Mr. Leonardo, the Commission unanimously voted by roll call vote to seal the Executive Session meeting minutes.

Voting: Chairwoman Botelho – Aye

Mr. Leonardo - Aye
Mr. Radway - Aye
Mr. Killian –Aye
Ms. Linhares - Aye
Mr. Corria -Aye
Mr. Lis - Aye
Mr. Brun - Aye
Mr. Moran –Aye

Under Open Session Mr. Moran provided a summary of the Chibi's Choice loan vote as follows:

- The loan shall be in the amount of \$10,000;
- The term of the loan shall be five years (60 months);
- The rate shall be prime plus one which shall be established on the date of the closing and shall be fixed for the full term of the loan;
- A UCC on all equipment and inventory associated with the business operations;
- A personal guarantee for Aldo Abreu and Megan Abreu; and,
- That all necessary permits and licenses associated with the business are obtained.

III. New Business in Open Session

A. Commission Accomplishments Discussion – Open letter prepared by Commission member Dominic Leonardo – for discussion

Mr. Leonardo discussed his open letter discussing the accomplishments of the Commission and asked for feedback from the Commission on the letter before he submitted the letter to the East Providence Post and the East Providence Reporter for publishing. The Commission members thought it was an excellent letter. Mr. Brun said that he thought it was a good idea to place the City's business website in the letter. There was discussion regarding other ways of disseminating the letter to the public.

B. Review of EDC Powers & Duties/ Establishment of subcommittees within the Commission – for discussion

Chairwoman Botelho discussed the Commission reviewing its powers and duties to assess how well commission members are doing on the powers and duties that are identified. Chairwoman Botelho indicated that Commission member Melissa Linhares has stated her interested in spearheading a self-assessment survey to ascertain from the Commission member's perspective, how well the Commission is doing in fulfilling its powers and duties. Chairwoman Botelho asked how Ms. Linhares would like to proceed with the self-assessment process. Ms. Linhares suggested the creation of a Google form that could be anonymously filled out by Commission members showing on a one to five scale how well the Commission is accomplishing its powers and duties. A comment section could also be provided in the Google survey

Chairwoman Botelho asked if Ms. Linhares would be interested in putting that survey together. Ms. Linhares agreed that she would prepare the survey and make it available to all members to fill out. Ms. Linhares would then process the responses and prepare a report with results for review and discussion by the full Commission. Based on the response there would then be the possibility to create sub-committees who would focus on particular important issues that the Commission may want to place more emphasis on.

C. www.eastprovidencebusiness.com website update

Mr. Moran provided an update on the website and when the Planning Department will be updating the business webpage. He said that Covid-19 has significantly slowed this effort. He indicated that drone flights have been completed but have not yet been incorporated into the existing website. He indicated that the Planning Department will be looking to complete some of the updates potentially this fall and that it may be possible for the Commission to have a subcommittee to discuss what updates that the Commission may wish to see in the website update.

D. Discussion of Economic Development Element of the 2020 -2030 East Providence Comprehensive Plan

Mr. Moran provided an update on the Comprehensive Plan preparation process that is underway. He stated that Horsley Witten was the firm the City selected to prepare the plan and that Economic Development Commission will be an important stakeholder as the plan is prepared. Mr. Moran suggested that Krista Moravec, the project lead on the Comprehensive Plan preparation process, be invited to a future meeting to discuss the plan and also receive feedback from the Commission on the Economic Development Element and any other elements that members feel are important.

The Commission agreed that it would be an excellent idea to invite Ms. Moravec to a future meeting to discuss the plan and its preparation. Mr. Moran said that he would reach out to Horsley

Witten about having her attend a meeting sometime early in 2021. Affordable housing, walkability and transportation improvements were discussed as important items that need to be addressed. Chairwoman Botelho said that a visit by Horsley Witten would be an excellent idea and asked Mr. Moran to arrange for a meeting to do this.

IV. Adjourn

On a Motion by Mr. Brun and seconded by Mr. Lis, the Commission unanimously voted through roll call vote to adjourn the meeting. The meeting adjourned at 8:10 pm.

Respectfully submitted,

James Moran

Recording Secretary