



CITY OF SOUTH PORTLAND

P. O. Box 9422
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South Portland, ME 04116-9422

James H. Gailey
City Manager

EXECUTIVE
DEPARTMENT

MINUTES

Economic Development Committee

Wednesday, September 16, 2015

7:00 PM

City Hall – City Manager's Office

Attendees:

David Schneider - District 1
Ross Little – District 2
Steve Bushey - At-Large
Greg Perry - District 3
Peter Stocks - District 4
William Collins - District 5
Jim Gailey – City Manager

Fawn Dunphy - Business
Ed Palmer - Business
Craig Gorris - Business

Absent:

Bob O'Brien - Business
Justin Leblanc - Business
Vacant - At-Large

1. Approval of Minutes from August 26th. M: Bushey 2nd Perry 6-0
2. Economic Development Plan Discussion – Workshop Preparation

Karl and Rebecca updated Committee and began discussion on the community workshop slated for October 1st.

Committee had a few questions from the survey.

Rebecca talked of the demographics and where people who took the survey lived (neighborhoods).

The Committee talked about means of getting the word out for October 1st. Many groups, committees, organizations were brought up and assigned to committee members to contact.

Karl led the Committee through the agenda and who was responsible for what sections.

The need to line up facilitators in addition to the Committee members was discussed. It was determined that another 3 or 4 facilitators should be arranged.

Break-out tables should have no more than 8 participants, plus a facilitator.

Committee talked about uploading information to the City's website after the workshop event. The SWOT analysis, PowerPoint, summary letters and economic demographic should all be included.

Karl and Rebecca are to hold a facilitator training on Thursday morning, September 24th at 9:00 am. Karl and Rebecca will send out call-in instructions.

Karl briefly talked through techniques of facilitation and how broad or detailed the facilitators should go.

Next meeting is October 8th at 7:00 PM.

Committee will meet with the City Council on October 14th in a workshop.

Adjourned: 8:35 pm

Cordially,

James H. Gailey; City Manager