



# CITY OF SOUTH PORTLAND

P. O. Box 9422  
496 Ocean Street  
South Portland, Maine 04116-9422

William J. Mann  
Economic Development Director

ECONOMIC DEVELOPMENT DEPARTMENT

## ECONOMIC DEVELOPMENT COMMITTEE (EDC) MEETING AGENDA

**Date: Wednesday September 19, 2018 ~ Time: 6:00 p.m.**

**Location: Hamlin School – 496 Ocean Street City Conference Room**

- 6:00 p.m. I. CALL TO ORDER (Chair Little)  
II. ROLL CALL OF MEMBERS (Chair)  
III. CONSENT AGENDA ITEM(S) (Chair)
- A. Approval of July 11, 2018 Meeting Minutes  
NOTE: Unless there are amendments to the Minutes or questions about the other consent items, they will not be discussed.
- 6:05 p.m. IV. AGENDA - NEW BUSINESS / ACTION ITEMS
- A. City of South Portland –Economic Development Committee – Code Language  
a. Background Memo (Chair)  
i. Existing Language, attached  
ii. Suggested Language with DRAFT Amendments for discussion
- B. Business Visitation Program  
a. Discussion of program (EDD Mann)  
i. To be rolled out in Kinghtville neighborhood first  
ii. Visit teams / Business card leave behind  
iii. Immediate post-visit follow-up email with link to business survey
- C. Marketing RFP – Marketing Plan (EDD Mann)
- D. Economic Development Awards – Nominations (Chair – EDD Mann)  
a. Nomination forms  
b. Media  
c. Event will be Wednesday – November 28<sup>th</sup> @ Marriott at Sable Oaks
- E. Update H. B. Fleming (EDD Mann)
- F. Discussion of Saco EDC process at request of Chair Little (EDD Mann)
- 7:45 p.m. Other News, Up Coming Events, Updates (All)  
a. EDC Meeting October 24<sup>th</sup> @ 6:00 p.m. - 496 Ocean Street  
b. EDC Meeting November 14<sup>th</sup> @ 6:00 p.m. - 496 Ocean Street – if needed  
c. EDC Awards Event November 24<sup>th</sup> @ 5:30-7:00 p.m. – Marriott Hotel  
d. EDC Meeting December 12<sup>th</sup> @ 6:00 p.m. - 496 Ocean Street
- G. Other (All)
- 8:00 p.m. V. ADJOURNMENT

**Please RSVP to: Bill Mann @ 207-347-4125 if you are not able to attend ~ so that we can confirm that there will be an adequate number of EDC members planning to attend to obtain a quorum.**

NOTE: The Hamlin School building (496 Ocean Street) where the Economic Development Department is located is not fully compliant with the Americans with Disabilities Act (ADA). Should a fully accessible meeting location be requested, please contact Mary Perry, Executive Assistant, at 767-7606 or [mperry@southportland.org](mailto:mperry@southportland.org), and alternative meeting arrangements will be made.

If there are specific questions about individual projects or economic development negotiations, some of these discussions are protected from public disclosure.<sup>1</sup> The ability of the Economic Development Department, in this, the most public of arenas, to maintain a reputation in the development community for being responsive, easy to work with, and of keeping client discussions, which have been shared in confidence, from being disclosed, without the client's consent or in a manner that might adversely impact either the client or the City of South Portland is, necessary and appropriate to avoid prejudicing the bargaining position of the City of South Portland. <sup>1</sup>I M.R.S.A. § 405(6)(C).