

**Economic Commission & Development Finance Authority
(ECDFA)
Thursday, May 22,2003 6:30-8:30pm
Minutes**

Members Present: Bill Newell, Gail Fallon, Robin Johnson, Kwaku Kwateng, Ken Patrick, Joseph Giovino, Brian Durkin, Tim Hoisington

1.Introductions: all members made brief introductions as to their education, work backgrounds and personal life. Gail was voted as the Scribe. Bill as the facilitator.

2.Commission Mission: Bill suggested we discuss and become clear on what the commission is and make an operating agreement. Looking for defining some values and develop collective responsibility. Try to create a catalyst as a group.

A.Respect: one another's abilities-everyone has something to bring to the table.

B.Trust: Joe suggested to be able to agree or disagree freely. We all have different backgrounds,everyone has a different view. We are all members of the same team.

C.Openmindedness: good listening skills.

D. Honesty: Bill said speak up and ask questions and comments-provide candor.

E.Disclosure of Personal Interest:Conflict of interest. Personal merit. Question-is this a legal issue? No hidden agendas.

F.Form of Communication: Everyone has E-Mail.

G.Cooperation: Bill suggests willingness to help one another-don't put all the weight on one's shoulders. Have a cooperative spirit and contribute with enthusiasm to the group. Speak with one voice.

H.Focus: Brian said Focus on the objective at hand. Robin asked what are we NOT supposed to do?

3.Time Frame: Try to get results in a reasonable period of time. Move on to the next subject. May carry over to the next meeting if necessary.Try to stick to the agenda. Tim said don't deviate from the issues at hand. Should have a right to cut each other off if staying on one subject too long. Stay on the topic. Get a Global Perspective. Robin suggested we meet at 7pm because she comes from Boston. Voted unanimous for 7pm. Gail suggested every other week-voted unanimous. Starting June 5,June 19,etc.
Bill suggested meeting to be 7-8:30pm. Voted unanimous.

4.Accountability: Matter of consensus-each individual should do what they say they will and communicate with the group if there is a problem. Try to be as productive as possible. Encourage one another.

5.Public Relations: Never speak negatively about another member. Bill suggested be cautious of what we say to other people as to our agenda. Don't speak separately-speak as one group. Ken questioned whether we need a quorum and suggested we try to bring value to the town as a group.

6.Financing: Kwaku will do further research defining scope of our responsibilities with finance and to speak with Paul Pyror 508-435-3804. Revenue bonds? Funding? In the future check different types of Municipal funding. Bill later spoke to Ted Kozak (town Exec.Sec.) re: Budget : there isn't one. The town will provide copier time, paper and some sec. support if needed. Check the overall tax base in Hopkinton.

7.State Marketing Initiatives: Gail suggested we should seek benefits and opportunities from the state and put these into place.

8.Other Committees: Brian is checking other committees and will report back to us what they

are and their roles. We don't want to overlap with the work we are trying to accomplish.

9.Past ECDFA: Robin and Bill were on the past ECDFA. Robin said they put together a brochure about the town's possible development and did advocacy work with developers. Should we invite the selectman to our meeting when we are ready? Bill sent letters to selectman- Ron Clark responded. Ask them what is expected of us? What type of authority do we have? Robin said the group fell into disrepair and there was poor timing of meetings.

10. Town Planning: Ken will contact Elaine Lazurus-town planner with her suggestions.

11.Chamber of Commerce: Robin will contact Chamber of Commerce for feedback.

12.Written Material: Gail handed out copies of Hopkinton's Annual Report 2002,Master Plan, and Open Space and Recreation for review. They are all available at the Selectman's Office. These documents are crucial to our work.

Adjourned: 8:30 pm.