

**RESOLUTION
WARREN TOWN COUNCIL
ECONOMIC DEVELOPMENT BOARD**

ARTICLE I – GENERAL

A) Policy.

It is declared to be the policy of the Town of Warren to promote a vigorous and growing economy, to prevent economic stagnation, to encourage the creation of new job opportunities, to increase Town revenues, and to achieve a stable, diversified tax base while at the same time preserving and protecting the Town's assets.

B) Establishment of Economic Development Board; purpose.

There is hereby created in the Town an Economic Development Board which shall function as an advisory body to the Town Council on matters pertaining to economic development and shall provide assistance to the Town Council, Town Manager and Director of Planning and Community Development in studies of, the promotion of, and the encouragement of the preservation, the expansion and the sound development of the industry, the business, the commerce and the tourism of the Town.

C) Goals and Objectives.

The goals and objectives of the Economic Development Board are as follows:

1. To promote orderly growth and diversification of development that recognizes the natural characteristics of the land, its suitability for use and the availability of existing and proposed public and/or private services and facilities.
2. To promote an economic climate which increases the quality and quantity of job opportunities and the overall economic well-being of the Town and its residents.
3. To support local business activities by promoting the revitalization and development of Warren's downtown economy and encouraging development in existing commercial, manufacturing and industrial areas.

ARTICLE II – BOARD

A) Membership.

1. Total membership of the board shall be seven (7) voting members, all of whom will be appointed by the Town Council. Initial appointees shall be for the following terms: Three shall be appointed for three-year terms, two shall be appointed for two-year terms, and two shall be appointed for one year terms. Thereafter, as terms expire, appointments other than interim appointments shall be made in January and shall be for terms of three years. Members

shall serve without compensation. The Town Council will solicit, but not be limited to, applications for membership from the following groups:

- (a) Local Chamber of Commerce.
 - (b) Service, food and retail sector.
 - (c) Tourism and hospitality sector.
 - (d) Manufacturing sector.
 - (e) Arts and Culture sector.
 - (f) General Public.
2. The Town Manager or his or her designee shall serve as an *ex officio* member. The Town Treasurer, the Director of Planning and Community Development and the Enterprise Zone Director shall serve as *ex officio* members.
 3. Any vacancy which occurs on the Board shall be filled by the Town Council for the remainder of the unexpired term. Members shall serve until their successors are appointed by the Town Council.

B) Officers.

Following the initial appointment, the Economic Development Board shall organize by electing a Chairman, a Vice Chairman and a Secretary from among its membership. At the first meeting following the annual appointments, the Board shall elect its officers; existing officers shall continue to hold their respective offices until their successors are elected.

C) Duties.

The duties of the Economic Development Board shall be as follows:

1. Annually at a regularly scheduled Town Council meeting, the Board shall present to the Town Council an evaluation of the state of Warren's, and the surrounding region's, economy and a comprehensive economic development strategy to address needs.
2. Advise the Planning Board with the development of economic development goals and objectives that give consideration to the proper role for Warren's waterfront, tourism, commercial development, downtown revitalization, and industrial development.
3. Assist the Planning Board and the Town Council with the implementation of the Economic Development section of the Town of Warren Comprehensive Plan.
4. Coordinate activities with adjacent and regional communities as necessary.

5. Provide the Town Council advisory opinions for any incentives, subsidies, tax abatements, financial assistance programs or other assistance to promote industrial or commercial relocation or expansion.
6. Assist existing and potential industries/businesses in the search for financing.
7. Develop, maintain and implement a marketing plan for the Town of Warren.

D) Administrative Procedures.

1. The Board may activate subcommittees in relation to functional task areas to accomplish the goals and objectives of this article. The Chairman may appoint subcommittee Chairs as necessary. The subcommittee Chair shall define the focus of the subcommittee and, upon approval from the entire Economic Development Board, solicit members at large to accomplish work tasks.
2. The Board shall hold meetings on a monthly basis, or as deemed necessary by the Chair. All meetings and agendas shall be posted 48 hours in advance as required by the Rhode Island Open Meetings Law and notice given to all members at least five days in advance of the scheduled meeting. Special meetings of the Board may be called by the Chair or Vice Chair or at the request of three or more members of the Board as necessary to the accomplishment of the goals and objectives of the Board.
3. The Board Secretary will establish and maintain a file of meeting minutes and agendas, official incoming and outgoing Board correspondence. The Board Secretary shall be the focal point for the preparation and editing of all correspondence to outside sources.
4. Press inquiries concerning the Board's actions and plans shall be referred to the Chair.
5. Administrative procedures for the Board shall conform to established procedures of the Town for boards and commissions.