

ECONOMIC DEVELOPMENT COMMISSION
ORGANIZATIONAL MEETING MINUTES

November 27, 2023

The meeting was held at the Hopkinton Town Hall, 1 Town House Road, Hopkinton, RI 02833 scheduled for 3:30 p.m. The meeting was in-person.

Present: Etta Zasloff, James Chabot, Sarah Steverman and Town Clerk Marita Murray.

The meeting was called to order at 3:40 p.m. by the Town Clerk. Information was distributed including the charge of the commission.

The Town Clerk briefly reviewed the requirements of the open meetings law and the importance of adhering to its requirements for properly posting agendas and taking minutes. Copies of the law were provided. She advised that a member will need to prepare and submit agendas and prepare meeting minutes.

Sarah Steverman was appointed the Chair of the Commission, James Chabot was appointed the Vice Chair and Etta Zasloff was appointed the Secretary. The committee discussed their schedules and determined they would like to begin meeting once a month, choosing Monday, January 22, 2024 as their first meeting. It was determined that this meeting would be held at 4:30 p.m. in the Town Hall in order to accommodate the schedule of Town Council liaison, Robert Burns, who they wished to have attend. Thereafter, meetings are expected to be held on the fourth Monday of the month at 3:30 p.m. in the Hopkinton Town Hall located at 1 Town House Road.

A MOTION WAS MADE BY MS. ZASLOFF AND SECONDED BY MR. CHABOT TO
ADJOURN THE MEETING.

IN FAVOR: Zasloff, Stevrman, Chabot

OPPOSED: None

SO VOTED

The meeting adjourned at 4:55 p.m.

Respectfully submitted,

Marita D. Murray, CMC
Town Clerk