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## MEMORANDUM

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**TO: ECONOMIC DEVELOPMENT COMMISSION**  
**FROM: DANA LEVENSON, CHAIRMAN**  
**RE: UPCOMING MEETING FRIDAY, DECEMBER 3, 2004**

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The next EDC meeting is scheduled for Friday, December 3, 2004 at 7:30 a.m. in **CONFERENCE ROOM A in City Hall**. If you are unable to attend the meeting, please contact Nancy Carmer at **610-7220**. The agenda is as follows:

### EDC AGENDA

<b>12/3/04</b>	<b>7:30 A.M.</b>	<b>CONFERENCE ROOM A</b>
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1. Introduction of new EDC member Robin McIntosh
2. Approval of Meeting Minutes of November 5, 2004 (enclosed).
3. Update on Activity at Pease Tradeport – George Bald, Executive Director, Pease Development Authority
4. Report on Third Quarter Industrial Market Trends – David Choate, Grubb & Ellis, Coldstream RE Advisors
5. Old Business
  - Sheraton Hotel & Conference Center Expansion – City Council MOU Decision
  - Graffiti Subcommittee Update
6. New Business
  - 2005 EDC Meeting Calendar
  - Nominating Committee for 2005 EDC Chair and Vice-chair positions
  - 2005 EDC Action Plan
7. Public Comment Period
8. Confirm Next Meeting Date (January 7, 2004)

Adjourn Meeting

cc: Honorable Mayor and City Council Members