



# Town of Westminster

MASSACHUSETTS 01473

FROM THE OFFICE OF THE  
ECONOMIC DEVELOPMENT COMMITTEE

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## **Economic Development Committee (EDC) – Meeting Minutes for January 4, 2017**

Members Present - Joe Serio, Jim Delisle, Ralph LeBlanc, Jeff Crowley and Eric Callahan.

Others Present - Steve Wallace - Town Planner, David Bryant from Talon Graphics.

Members Absent - Scott Aubuchon.

Meeting called to order at 7:01 PM by Vice Chairman Crowley.

The meeting began with the news that Scott Aubuchon has resigned from the Committee. The Committee members agreed they will miss Scott's participation, but would begin scouting out possible new members.

The EDC then voted to approve the minutes from the November 2<sup>nd</sup>, 2016 meeting (all in favor).

The first order of business was meeting with graphics consultant Dave Bryant to review the layout of the fact sheet/map that will be included in the EDC's business solicitation effort. It was agreed that the fact sheet would be on the front and the zoning map on the back. The fact sheet/map will be accompanied by a letter from the Board of Selectmen. The EDC agreed that the members would divide up the business list to follow up with a handwritten note that will be sent out a few months after the initial solicitation effort. In addition, now that the Village Center zoning is in place for the center of town, the EDC agreed to give some thought as to what types of businesses they would like to solicit for possible relocation to the Village Center. Dave Bryant will prepare a price quote for designing and printing the fact sheet/map in time for the EDC's February meeting. He will then return to the EDC's April meeting with some design options.

The Town Planner provided updates on the economic development self-assessment project being funded by the Governor's Community Compact program. The Dukakis Center will come out to town on Wednesday March 1<sup>st</sup> at 5:00 PM to present their findings and make recommendations on how the Town can improve its economic development strategy.

The EDC was updated on a variety of economic development efforts, including the new Site Readiness program that MassDevelopment plans to roll out later this year. The EDC thought it might be a good idea to have the Department of Public Works Director attend an upcoming EDC meeting to educate the members on the Town's infrastructure as it relates to economic development.

The meeting adjourned at 7:57 PM. The next meeting of the EDC will be Wednesday night, February 1st, 2017 at 7:00 PM.