



Town of Westminster

MASSACHUSETTS 01473

**FROM THE OFFICE OF THE
ECONOMIC DEVELOPMENT COMMITTEE**

Phone: (978) 874-7414

Economic Development Committee (EDC) – Meeting Minutes for June 4, 2014

Members Present: Richelle Brown, Jeff Crowley, and Joe Serio

Others Present: Steve Wallace, Town Planner and Connor Robichaud, Town Hall Intern

Members Absent: John Fairbanks, Scott Aubuchon and Ralph LeBlanc

Meeting called to order at 7:02 PM by Chairman Serio.

The Committee reviewed the minutes from the May meeting. Richelle made a motion to accept the minutes. Jeff Crowley seconded. The motion passed 3 to 0.

The Town Planner explained that the Greater Gardner Chamber of Commerce could not provide us with a volunteer to help prepare an inventory of available commercial/industrial properties; however our new Town Hall Intern Connor Robichaud has taken on this assignment. Connor explained how he prepared a list of all the properties in Town used for commercial and industrial purposes, and then sorted this list by those properties with buildings and those that are simply vacant land. Connor went over the information gathered and the sources used. The issue is how to keep a current list of commercial/industrial buildings that are up for sale. The State's Multiple Listing Service (MLS) can only be accessed by licensed real estate professionals and costs approximately \$500 a year for a subscription. Connor has made contact with local real estate agents and one was able to provide him with a recent MLS list of available commercial properties in Town. We will attempt to recruit a local real estate agent who can provide the Planning Department with the quarterly MLS listings of the commercial/industrial properties that are up for sale.

The Committee moved onto discussing the promotional brochure/map. The Committee reviewed the data collection sheet and content solicitation script, and then went about the task of assigning eight businesses to each committee member for outreach. It was agreed that all committee members should complete their outreach assignments by the time of our next meeting in August. The Committee then moved onto finding a new printer for this project. The Town Planner contacted seven local print firms to solicit price quotes, but only five firms could provide the services needed. The Planner is awaiting price quotes from these five firms and will have them in time for the Committee's consideration at the August meeting. One likely prospect is the print firm that prepared the brochure for the North Quabbin Woods Recreation Guide, as this firm has experience preparing maps that are similar to what we have in mind.

The Town Planner concluded the meeting by updating the EDC on where things stood with the DPW Commissioner's plans for addressing the Town's sewer capacity issue. The DPW meeting schedule was discussed and EDC members will try to attend the June 23rd Board of Selectmen meeting where this issue will be discussed.

The meeting adjourned at 7:40 PM.

The next meeting of the EDC will be Wednesday night, August 6th, 2014 at 7:00 PM in Room 112.