



Town of Westminster

MASSACHUSETTS 01473

FROM THE OFFICE OF THE
ECONOMIC DEVELOPMENT COMMITTEE

Phone: (978) 874-7414

Economic Development Committee (EDC) – Meeting Minutes for September 3, 2014

Members Present: Wayne Walker, Scott Aubuchon, Jeff Crowley, and Joe Serio

Others Present: Steve Wallace, Town Planner

Members Absent: Richelle Brown and Ralph LeBlanc

Meeting called to order at 7:05 PM by Chairman Serio.

The meeting began by welcoming new Board of Selectmen Representative Wayne Walker to the EDC. The minutes from the June meeting were reviewed. Scott made a motion to accept the minutes. Jeff Crowley seconded. The motion passed 3 to 0.

The EDC moved onto discussing the promotional brochure/map. The Town Planner has obtained design/print bids from four companies and discussed the two design options presented. The first design option would be a road-map style of brochure, much like the North Quabbin Woods Recreation Map the EDC has seen before. For this style of map, the Town received one bid from Highland Press out of Athol, MA, the bid being approximately \$2,100. The other style of map would focus more on the Town Center have a folksy hand-drawn quality. For this style of map, the Town received three bids: Talon Graphics out of Leominster (\$2,100), Creative Print Products out of Leominster (\$2,500) and Discovery Maps out of Waitsfield, Vermont (\$5,150). The EDC decided to go with the second design option. The EDC decided to reject the bid from Discovery Maps because it exceeds our budget. This left the bids from Talon Graphics and Creative Print Products, both of which would use the same designer. Since both bids came in under our \$5,000 budget, it was decided to have the Planner ask both companies to revise their bids so that we can print 4,000 copies of the brochure instead of the 2,000 we had originally planned. The Planner was also directed to get cost estimates on an eventual reprint of the map/brochure. Once the revised bids are received, the EDC authorized the Town Planner to choose between the two vendors and get one of them under contract by the end of September. The chosen vendor will appear before the EDC at their next meeting in November to present a draft of the map/brochure.

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 EDC will discuss again at its next meeting in November.

The meeting adjourned at 8:10 PM.

The next meeting of the EDC will be Wednesday night, November 5th, 2014 at 7:00 PM in Room 112.