

ECONOMIC DEVELOPMENT COMMITTEE MEETING MINUTES

TOWN OF ACTON, MASSACHUSETTS

Thursday, July 19, 2012 – 7:30 pm – Room 204 – Acton Town Hall

MINUTES APPROVED AUGUST 2, 2012

PRESENT: Nancy Dinkel / Derrick Chin / Ann Chang / Dave Clough / Jeoff Hall / Dick Calandrella

ABSENT: Chris Pappas / David Didriksen / Harry Mink / Doug Tindal

GUESTS: Karen Kelleher & Jim Salve (Stow, Massachusetts citizens) / Larry Kenah (Acton citizen)

QUORUM PRESENT: Yes

Meeting called to order at 7:30 p.m. by Nancy Dinkel (Chair)

--- **General** --- It was announced that Harry Mink (Clerk) has resigned from the EDC, effective immediately.

At the end of the meeting, Dick Calandrella asked who would replace Harry as Clerk. This discussion was tabled, and will be dealt with at the August 2, 2012 EDC meeting.

--- **Public Participation** --- None

--- **Approval of Minutes (June 21, 2012)** --- Approved

--- **Representatives from Stow, Massachusetts** --- Stow citizens Karen Kelleher and Jim Salve came as part of a fact-finding group tasked with gathering background information about forming an Economic Development Committee in Stow.

--- **Labor & Workforce Development** --- Dave Clough noted he had just passed along the information. No real action taken or needed by the EDC.

--- **Updates on Marketing Survey / Process** --- Dave Clough talked about Survey Monkey. Jeoff Hall commented on “how to integrate data / how do we send out Survey / to what lists / possible use of banks or newspaper. There was further discussion about sending Survey via distribution through banks, local newspapers.

ACTION (Dave Clough) --- how to get a Survey Monkey source via E-Mail.

ACTION (Ann Chang) --- contact The Beacon (newspaper) and selected businesses about distribution of the Survey.

ACTION (Nancy Dinkel) --- contact Middlesex West Chamber of Commerce (MWCOC) & local banks about distribution of the Survey.

Discussion of the Survey will be placed on the August 2, 2012 Agenda, and Nancy will send out copy to all via E-Mail before the next meeting.

--- **Review-Ease of Doing Business** --- Derrick Chin discussed in some detail his draft of the latest document "Process for Obtaining a Business Sign" in Acton. A number of edits and suggestions were discussed as well. This draft will be reviewed at the August 2, 2012 EDC meeting.

Dick Calandrella noted that the EDC has been given a 30-minute segment on the Historic District Commission (HDC) meeting on Tuesday, August 14, 2012 from 7:45 to 8:15 p.m. in Room 121 at Acton Town Hall to present this document for HDS review and input.

--- **Updates on Electronic Business Directory** --- Jeoff Hall noted that he keeps "plugging away" at the data content of this Directory. Nancy Dinkel asked who will maintain this data, and Jeoff replied that he will be working with Mark Hald (Acton IT Director) to deal with some of these issues.

--- **Upcoming Scheduled Meetings** --- August 2, 2012 / August 16, 2012 / September 6, 2012 / September 20, 2012 / October 4, 2012 / October 18, 2012 / November 1, 2012 / November 15, 2012 / December 8, 2012 / December 20, 2012.

MEETING ADJOURNED --- 9:18 p.m.

Respectfully Submitted,

Dick Calandrella – Vice Chairman (Acting Clerk)