



## **ECONOMIC DEVELOPMENT COMMITTEE MEETING MINUTES**

Thursday, August 4, 2011, 7:30 PM, Room 204 – Acton Town Hall

**Present:** Dick Calandrella/Full Member, Derrick Chin/Planning Board Rep, David Clough/Selectman, Nancy Dinkel/Chamber Rep, Jeff Hall/Full Member, Harry Mink/Full Member/Clerk, Chris Pappas/Chamber Rep and Doug Tindal/FinCom Rep **Absent:** Ann Chang/At Large Member and David Didriksen/Member at Large **Quorum:** Yes

**EDC Meeting Called to Order:** 7:30 PM by Nancy D. who chaired the meeting

1. **Public Participation** –No members of the general public were present so EDC moved onto the next item
2. **Approval of Minutes** –Harry M. presented the EDC Minutes and/or Notes for 12-2-10, 4-7-11, 5-5-11, 5-26-11, and 7-21-11 that were sent out in advance for review and after a **Vote** all were approved by the EDC members present with amendments made to 5-26-11, 5-5-11 and 4-7-11 documents. **Action Item:** Harry M. to forward the aforementioned approved EDC Minutes/Notes to [clerk@acton-ma.gov](mailto:clerk@acton-ma.gov)
3. **Review of Membership Status** – Jeff H. said that he had been sworn in at the Clerks Office. **Action Item:** Jeff H. and Harry M., if not already completed, to be sure to take the on-line training program posted by the State Ethics Commission and to file their “Certificate of Receipt of Open Meeting Law Materials” before the next EDC Meeting 8-18-11.
4. **Mission Review** – this topic was skipped in deference to Ann C. being absent
5. **Review of Goal Sharing Meeting July 25, 2011** – Dick C. commented that it was useful to have the Chairs of all of the Acton Boards and Committees speaking about their goals and having the opportunity to listen to one another, this meeting will occur every 3-months and will cover how Committees interact; Dave C. was pleased to have every Committee put their goals in writing, observing that there was overlap on Sign By-Laws with EDC, HDC and Town Staff. As an aside, it was noted that EDC Meeting Notices were being incorrectly posted in the paper, bulletin boards, etc. **Action Item:** Harry M. to reinforce 7:30 PM, Room 204 EDC meeting time and location for the balance of 2011 with the Town Clerk’s Office (7-6-11 Mary de Alderete’s E-mail acknowledgement to Dick C. of future EDC meetings, all in room 204, for July 21, Aug 4 & 18, Sept 1 & 15, Oct 6 & 20, Nov 3 & 17 and Dec 1 & 15); Ex: the Public Meeting Notice in “The Beacon” for the 8-4-11 EDC Meeting was listed for: “7 PM?, Faulkner Room?, Town Hall”.
6. **Updates on Sign By-Law Goal** – Nancy D. reported no formal action by ad hoc group, but that she was ~ 80% through her assignment on Temporary Sign section; Dick C. is in charge of the Enforcement section and Ann C. the Window Sign section; since the HDC is now focused on W. Acton, the EDC will stay in touch to attempt to influence a business friendly approach, but wait for the HDC to take a position; the ad hoc groups goal is to present to the BOS a recommended package with an Executive Summary in readable language followed by the legal By-Law detail.
7. **Update on Electronic Business Directory** – Jeff H. said that he will meet the goal of having a first draft ready by year end where he will merge existing lists; there was discussion about format with the goal of focusing on businesses and not the landlord, highlighting key vacant spaces; Chris P. uses a commercial subscription service for commercial Real Estate (CoStar), but says the reports aren’t yet sufficiently current for areas outside of Boston, like Acton, to be useful; Doug T. said that 8-months ago the Planning Dept. had committed to format for the EDC the requested demographics data as a spin-off from the research that their consultant was doing on their behalf as part of the overall Master Plan, so be sure to let them know you are doing this project.



8. Update on Marketing Survey – Derrick C. reported he'd reviewed the survey and said that it was ok "as is"; Harry M. suggested adding a contact template for question 38 instead of a blank space (survey taker's name, title, company name, mailing address, phone, Fax, E-mail and Website); a suggestion was made to have a door prize for those who filled out and returned the form (either electronic or hard copy) **Action Items:** **All EDC** to send review feedback on the survey to Chris P. before our next meeting; **David C.** to request \$1,000 at BOS meeting for direct mail costs; **Nancy D.** to also request survey funding from Chamber and feed status to David.
9. Additional Progress –Nancy D. skipped.
10. New Business – David C. informed the group that in a Design Review Meeting, concerns regarding Kelly's Corner were raised and a rumor was raised about a curb cut to Rt-111 for Roche Bros. plaza in order to accommodate a new Restaurant. **Action Item:** **Derrick C.** to check with Planning Department on rumor.
11. Next Regular Meetings – all to be held @ 7:30 PM in Room 204, Town Hall: 8-18-11, 9-1-11, 9-15-11, 10-6-11, 10-20-11, 11-3-11, 11-17-11, 12-1-11 and 12-15-11
12. Adjourn – The EDC Meeting was adjourned at 9:00 PM.

**Next Regular Meeting** (August 18, 2011)

Minutes respectfully submitted by: *Harry A. Mink*, Clerk of EDC