



ECONOMIC DEVELOPMENT COMMITTEE MEETING MINUTES

Thursday, April 19, 2012, 7:30 PM, Room 204 – Acton Town Hall

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

Quorum: Yes

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

Preliminary Comments – Nancy D. had contacted Franny Osman to attend an upcoming EDC Meeting, probably June 21, to discuss Transportation issues/solutions EDC should be aware of and supporting for Acton business concerns.

1. **Public Participation** – None
2. **Approval of Minutes of 4/5** –the Minutes were approved as amended. **Action Item:** Harry M. to forward the aforementioned Amended, Approved EDC Minutes to clerk@acton-ma.gov
3. **Review Sign Bylaws – Derrick’s Table of Contents** – Derrick C. passed out (**see attached**) his revised copy of an “Unofficial User Guide to Town of Acton Sign Bylaw” for review and consideration of EDC; he recommended we package for a new Acton business, his Table of Contents, the Acton Sign Bylaw and end with the W. Acton Planning Board presentation addressing sign laws recognizing HDC concerns. There were concerns raised about HDC sign rules being in flux and the focus on only the W. Acton Historic District and suggestions that the Planning Board presentation to be edited: 1) advise sign application to check directly with the HDC if in an Acton Historic District as their rules are not settled 2) consider adding a map and/or description of all Acton Historic Districts. **Action Item:** Derrick C. to make appropriate modifications to the Planning Board PowerPoint W. Acton presentation from last summer and package with his Table of Contents and the Acton Sign Bylaws as he had proposed for review by/before next EDC Meeting. Nancy D. brought to Derrick’s attention that if he’s having problems with MS Word or Excel, in updating or revising documents, he should reach out to either Dick C. and/or Harry M. for assistance since they both volunteered to help him on these projects.

Nancy D. suggested Derrick revive his draft spread sheet articulating what Department one needs to go for appropriate approvals, permits and/or licensing. Ann C. reminded Derrick that she had given him a document that added information in this area. **Action Item:** Derrick C. to revise spread sheet for review by/before next EDC Meeting.

Jeoff H. asked if EDC should be so highly focused on tactical issues, such as sign law modification, and ignores strategic issues that would be more directly focused on attracting new businesses as well as retaining existing businesses. There was some discussion on this focused around Kelley’s Corner pedestrian friendly development, which was the primary citizen priority feedback from the 2020 report. David C. suggested that since the 2020 Project has moved onto its next phase, Roland Bartl should be regularly attending EDC meetings to address Planning Dept. issues of concern by EDC. For example, in the Town Meeting developer commitments to the Planning Dept for Trader Joe’s Plaza haven’t been addressed for 10 years which is causing abutter complaints blocking future modifications. Jeoff H. also suggested EDC members actually visit 5 or more local businesses, possibly with the survey, and let them know EDC cares about businesses in Acton and wants feedback as to their primary issues in doing business in Acton.



4. Updates on Electronic Business Directory – Jeoff H. reported no progress. David C. again suggested that he and Jeoff H. talk to the Assistant Town Manager prior to the next EDC Meeting to get this stalled project back on track. **Action Item:** **David C.** to arrange to meet with the Assistant Town Manager with **Jeoff H.** linked in remotely at a mutually convenient date and between 9 AM and 11 AM.
5. Update on Marketing Survey – Dick C. via E-mail ahead of this meeting that there was a lack of access to the electronic version. Nancy D. had also talked to Leigh Davis-Honn and learned that the reason an electronic copy wasn't available was that it was locked up in Survey Monkey and that it was password protected and only she has the password. Leigh would release the survey password to only one EDC sanctioned person in order to maintain confidentiality and nobody raised their hand to take that one on. **Action Item:** **Harry M.** to write-up in MS Word the revised Survey from the 2-15-12 EDC Meeting and send out to the Committee by/before the next EDC Meeting.

Summary of Additional Action Items to Support Several of the Above Topics/Discussions - **Action Item:** **David C.** to obtain archived Kelley's Corner traffic studies from the Planning Department and bring to the next EDC Meeting. **Action Item:** **Nancy D.** to invite Vinny _____ and Rich _____ to a future EDC Meeting to share their vision for the development of Kelley's Corner. **Action Item:** **Nancy D.** to invite a traffic person to a future EDC Meeting.

6. Upcoming Scheduled Meetings (2012) – May 3, May 17, June 7, June 21, July 5, July 19, Aug 2, Aug 16, Sept 6, Sept 20, Oct 4, Oct 18, Nov 1, Nov 15, Dec 6 and Dec 20.

Adjourn – The EDC Meeting was adjourned at/around 9:03 PM.

Next Regular EDC Meeting (7:30 PM, May 3, 2012 in Room 204 Acton Town Hall)

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