

## EDC Meeting Minutes

7/19/24

Start Time: 12:05, End Time 1:35

Present: Julie Pierce, Greg Jarboe, Patty Sutherland, Sharon Tchon Gruet, Mike Carpenter

Absent: Fran Arsenault, James Fuccione, Dave Cote, Shirley Ming

No public participation

### **Preliminaries**

1. Roll Call - Attendance above noted

### **Regular Business**

1. Prior minutes - Approved.
2. EDC Nominations all passed unanimously
  - a. Sharon Tchon Gruet nominated to be full EDC member (2-0 vote)
  - b. Patty Sutherland and Shirley Ming nominated as co-chairs of EDC. Shirley focuses on minutes, Patty on Agenda. (3-0 vote)
3. EDC structure to be evaluated
  - a. EDC currently has 5 full members (Dave Cote, Shirley Ming, Patty Sutherland, Sharon Tchon Gruet, Mike Carpenter), and 2 open positions.
  - b. Megha Patil has applied to be an EDC member and also attended the June meeting. Julie and Patty will invite her to the August meeting. We will target to get Megha full member status soon thereafter if she remains interested.
  - c. Andy Heiniluoma is unavailable to serve on EDC in a full-time role. Associate position is an option.
  - d. Patty will review EDC Charter to see how we can become more linked to the Chamber of Commerce
  - e. Agenda item for August EDC
    - i. Write note to the Select Board to allow more business owner non-Acton residents to be on the committee.
4. Internships
  - a. Ian Dawn, a rising senior at ABRHS, recently applied to be an EDC intern this summer
  - b. EDC already has its internship position filled as the role was posted in April
  - c. Mike Carpenter will reach out to Ian to gauge his interest in a volunteer role for EDC (under Julie's supervision) and at RH Adhesives (under Mike Carpenter's supervision). Greg also volunteered to teach Ian Social Media Marketing.
  - d. Going forward (2025 Summer), let's consider reaching out to Minutemen Tech for interns.
5. Goals Overview
  - a. EDC gave recommended goals to Select Board on June 17<sup>th</sup>.
  - b. Select Board published their goals on July 8<sup>th</sup>
  - c. EDC now needs to craft goals for 2025 based on these Select Board goals
  - d. EDC committee developed initial goals for 2025 to be finalized at August meeting

6. DRAFT EDC Goals

- a. GRANTS - Increase awareness of EDC appropriate grants for Acton and aid in applying for them.
- b. WASTEWATER - Educate ourselves more on Wastewater situation in Acton so we can make more informed recommendations. This includes learning about relevant history, options, impacts on business, Bylaws/legislature, and approaches in other towns.
- c. EDC COMMITTEE STRUCTURE - fill remaining 2 open slots and update Charter to allow for more non-resident business owners.
- d. ACTON ECONOMIC DEVELOPMENT PLAN - Support Julie and Catherine in advancing the plan
- e. LOCAL BUSINESS SUPPORT
  - i. Attend and promote small business led events (ex. new store opening)
  - ii. Build connections within the community - Facebook, Chamber, Informational Events
  - iii. Develop and share metrics (ex. utilization, occupancy)
  - iv. Bylaws - communicate relevant bylaws with business owners, propose revisions if possible (ex. Signage)
- f. TOWN MEETING - Support and communicate EDC centric positions for town meeting agenda items

7. UPDATES

- a. June 25<sup>th</sup> MA Contractor Business Resources Information event was a hit in June. Julie looking to do another one in August.
- b. Catherine Usoff agreed to help Julie with Acton Economic Development Plan. Julie looking to round out support team with a focus on Real Estate.

8. NEXT MEETING

- a. August 9<sup>th</sup> at 12PM