



Economic Development Committee Minutes

Nov 15, 2024

12:05 PM

These are the minutes of the EDC meeting of 11/15/24, held virtually via Zoom.

Called to Order: 12:15 pm

EDC Members Present: Patty Sutherland, Shirley Ming, Michael Carpenter, Sharon Tchon Gruet

EDC Members Absent: David Cote

Also present: Greg Jarboe - Finance Committee Liaison

Town Staff (Liaison for EDC): Maura Haberman

Preliminaries

Call the Roll – attendance is noted above.

I. Regular Business

- Review of meeting minutes from previous meeting (October 11, 2024)
Approved unanimously
- Public participation
None.

II. New/Special Business

EDC liaison for Housing Production Plan

- Patty is the liaison and was unable to attend the first meeting held on 11/12. Shirley attended the kickoff meeting on behalf of EDC.
- The kick off meeting provided background for the housing production plan and will solicit community input in the coming weeks.
- There will be focus groups for market segments. There is need for participation for two groups: “renters” and “residents under 30 or over 65”.

III. Old Business

- Requests for Future Guests (reference EDC Minutes 10/11/24)
Maura mentioned that she can reach out to Kristen Guichard from Planning Department to update EDC on Signage Bylaws and how EDC can be most helpful.
- EDC's goals for FY25

New ED, Nora Mana to start on 12/2/24 will participate in 12/6/24 meeting. Table topic until then.

Discussion of FY verses CY. FY to follow Town with focus on Town Meeting agenda.

“Lost time” from August through November will mean greater focus on ED’s goals.

- EDC Liaison for Housing Production Plan (Patty/Shirley)

EDC members encouraged to participate in focus groups where appropriate

- Member Updates

New EDC director Nora Mana starts Dec 2, 2024 and will be present at the next meeting.

Fran forwarded an email related to MSA which will be held on 12/11 as an Interactive Webinar - Boosting Community Economic Development

Sharon asked about getting new store opening information.

Maura mentioned Executive Director of the Middlesex West Chamber of Commerce has resigned. This has resulted in slowing down of activities, including Ribbon Cuttings.

Maura will check on recent new businesses from the town licensing and coordinate “EDC Welcome” with certificate presentation. Maura and Greg mentioned involvement of State and local representatives.

I V. More Regular Business

- ED events – Shop Small

- EDC members should help advertising. Maura mentioned that all letters were sent out this morning, and other activities such as email, banner, website, press release are all on track. Maura to send PDF and jpeg files to EDC members to post on social media and around town.
- KJ Herther also sent document to share with EDC.

- DEI and other Community events

- <https://www.actonma.gov/780/Diversity-Equity-and-Inclusion>
Tuesday Nov 19 for a community documentary screening of “Who We are. A Chronicle of Racism in America” at The Mayard Fine Arts Theatre.

Red Shawl Week November 15 -21 and Red Shawl Day is observed on November 19th.

The week and day are dedicated to raising awareness of violence against Indigenous peoples, particularly women and children.

- There was a grant to get approval to proceed with economic development plan. A committee with participation including Julie and Catherine was formed to select a consultant. It is unclear what the status is. Patty to follow-up with Catherine.
- There is an annual conference of 495 MetroWest Partnership– Dec 12 from 8:30 am to 12:30 pm. Maura to re-forward invitation to EDC.
- Sharon inquired about West Acton Village holiday parking concern expressed by Acton resident. Patty shared that Fran was following up with the resident.
- Greg informed EDC that there is a FinCom focus group meeting on Tuesday evening,

November 19 at the Acton Town Library to discuss service level priorities within budget constraints.

- Sharon asked for update with the Main Street/Kelly's Corner construction.
 - Maura suggested to ask Kristen Guichard to attend the next meeting to address this and Signage Bylaws.
 - Sharon suggested that EDC can make recommendation based on community input.

V. Update from Economic Development Director – Maura, Interim Liaison

- Noted under sections above.

VI. Consent Items

- **EDC Letter in Support of RH Adhesives CPA Funding Application**

Motion passed with Michael C. abstaining.

Next Steps and Action Items

- Shop Small Flyer be ready by Tuesday -23rd. Member to share on social platform.
- Patty will follow up with Catherine on the status of the economic development plan selection status.

The meeting adjourned at 12:57 pm.

Next meeting – December 6, 2024 (first Friday)

For more information about the Economic Development Committee, please send email to EDC@actonma.gov