



ECONOMIC DEVELOPMENT COMMITTEE MEETING MINUTES

Thursday, September 1, 2011, 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 **Quorum:** Yes

EDC Meeting Called to Order: 7:32 PM by Nancy D. who chaired the meeting

1. **Public Participation** –No members of the general public were present so Nancy D. moved onto the next item
2. **Approval of Minutes** –Harry M. passed out hard copies of EDC Minutes for 8-4-11 and 8-18-11 that were also sent out in advance by E-mail for review and after a **Vote** these Minutes were approved by the EDC members present with amendments being made to the 8-18-11 document. **Action Item:** Harry M. to amend then forward the aforementioned Approved EDC Minutes/Notes to clerk@acton-ma.gov
3. **Review of HDC Meeting** – Nancy D. reported that there were 4 EDC members (Dick C., Derrick C., Nancy D. and H. Mink -1 short of an EDC Quorum) who attended the 8-23-11 HDC Meeting; EDC had been scheduled for 8:00 PM on the HDC Agenda for a discussion of Sign Enforcement Overview (allowed 60-min, but took only ~50-min); “HDC Sign Guidelines (Draft 8-23-11)” were passed out that covered Sign Materials, Sign Quantity, Lighting, as well as Signage Types/Sizes; HDC Chair, Acerbo Bachmann said that the sign guidelines were an informal, unofficial draft for discussion only of and were not to be distributed; all EDC members in attendance gained the impression that the HDC members were very open to considering reasonable, business friendly, but HDC sensitive changes to the Sign Laws; a problem raised was that HDC is operating under By-Laws which require a Town Meeting to change as well as separate Rules and Regulations (some elements in conflict with one another); Acerbo B. said that a 9:45 PM to 10:00 PM time slot would be scheduled for the next HDC Meeting for continuation of the Sign Law discussion and EDC would be invited. **Action Item:** Dick C., Ann C., and/or Dick C. to consider attending the next HDC Meeting on Sign Bylaws.
4. **Updates on Sign Bylaw Goal** – Nancy D. reported no progress was made by EDC regarding signs since our last meeting; Roland Bart/Planning Director said that there would be 3 Sign Law Information meetings (to let the public know what was being considered as well as a forum to obtain feedback from businesses that would be affected) held in West Acton at different times/locations (AM/Noon/Evening) and he’d like a single EDC Member to be assigned to attend at each meeting (due to space limitations at some venues). **Action Item:** Nancy D. to recruit EDC Sign Committee Member(s) to cover the Planning Department’s West Acton Sign Bylaw informational meetings once informed of date/time/location by Roland B.
5. **Update on Electronic Business Directory** – Jeoff H. said that he needs a better understanding of exactly what data is needed in an Acton Business Directory; he also suggested that the Manta Website (www.manta.com) already has an electronic business database versus the Acton 2020 data set; Manta can be sorted all different ways with possibly accuracy being a problem; **Action Item:** Jeff H. to contact Mike Hald/Acton IT Department about possibly locating the Manta engine on the Town Website and masking the dashboard to our specs.
6. **Update on Marketing Survey** –Nancy D. said that this was tabled until such time as Leigh Davis-Honn would be available sometime this month to provide advice and leadership on the project.



7. Additional Progress – Nancy D. skipped this place-holder as no other off-Agenda items were discussed.

8. New Business – Nancy D. informed the group that in lieu of an EDC Meeting on 9-15-11, all EDC Members should plan to attend the mandatory Open Meeting Law (OML) Training being held @ 7:00 PM at the AB High School Auditorium. **Action Item:** **ALL EDC Members** should plan to attend the OML Training and confirm ASAP with Mary de Alderete/Asst. Town Clerk @ mdealderete@acton-ma.gov

9. Next Regular Meetings – all to be held @ 7:30 PM in Room 204, Town Hall: 10-6-11, 10-20-11, 11-17-11, 12-1-11 and 12-15-11; the one exception is that on 11-3-11 EDC will move to Room 126 giving up Room 204 for a 2nd OMT Training Session, Acton Town Hall

10. Adjourn – The EDC Meeting was adjourned at/around 9:00 PM.

Next Regular EDC Meeting (October 6, 2011)

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