



ECONOMIC DEVELOPMENT COMMITTEE MEETING MINUTES

Thursday, April 5, 2012, 7:30 PM, Room 204 – Acton Town Hall

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

1. **Public Participation** – None
2. **Approval of Minutes of 3/15** –the Minutes were approved as amended. **Action Item:** **Harry M.** to forward the aforementioned Amended, Approved EDC Minutes to clerk@acton-ma.gov
3. **MAPC focus on Transportation** – Nancy D. opened the conversation asking for feedback on EDC relevance and priority and Dick C. responded with a recommendation that EDC monitor the subject area due to the impact on local businesses. **Action Item:** **Nancy D.** to invite Franny Osman to a future EDC Meeting.
4. **Review Sign Bylaws** –Nancy D. asked for next steps and Dick C. said that all items on the Warrant pertaining to the changes in the Town Sign Bylaws were passed in the Town Meeting earlier this week (LED usage, Temp. Signs, approval period reduced from 60-days to 45-days and fines \$50/day for 1st 7-days then \$300/day, but the clock stopped with offender contact with Planning Dept.) David C. said that the sign permit reconfiguration was approved, but the Planning Dept. may move to a new building; the Planning Dept. has been impacted by transfers and resignations (Kristin is transferring to GIS and Justin has resigned and is taking a new position in another town); EDC should stay involved with the Planning Dept.'s handling of the Sign Bylaws as well as actively monitor the HDC actions on signs; it was noted that EDC should encourage the HDC to take steps forward as they have been considering the subject for over a year. **Action Item:** **Derrick C.** to work on drafting a "How To" brochure and **Dick C.** and **Harry M.** volunteered to help Derrick on this project; the starting point should be Derrick's chart and it should have a business vs. residential focus. David C. said that Mark Hald should be contacted as there might be flow charts already constructed ahead of the upcoming software licensing project which will automate the entire process when finished.
5. **Updates on Electronic Business Directory** – Jeoff H. was again absent so this topic was tabled until such time as he can attend an EDC Meeting and speak to the topic. David C. 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.** at a mutually convenient date and time.
6. **Update on Marketing Survey** – Dick C. said that we can't proceed with the edits we generated in a prior EDC Meeting due to our lack of access to the electronic version. Nancy D. suggested having survey forms at all the Acton banks so that when business owners came to their respective banks, they could pick up an EDC survey form. **Action Item:** **Dick C.** to contact Leigh Davis-Honn to see if he can't obtain the electronic version she'd constructed so that EDC can implement the proposed edits.
7. **Upcoming Scheduled Meetings (2012)** – April 19, 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.



New Business:

1. HDC Sign Bylaw Progress – David C. suggested EDC lobby the HDC to move forward and release their decisions on Sign Bylaws. **Action Item:** **Dick C.** to focus on HDC moving forward on Sign Bylaws.
2. Kelley's Corner Discussion – David C. brought out a large aerial photograph of Kelley's corner Rt-111 and Rt-27 intersection and there was a general discussion of who owned what, the development intentions of various land owners and that CVS indicated that they would still go forward to build a store without a drive-through window.

Adjourn – The EDC Meeting was adjourned at/around 9:02 PM.

Next Regular EDC Meeting (7:30 PM, April 19, 2012 in Room 204 Acton Town Hall)

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