



Town of West Boylston
140 Worcester Street, West Boylston, Massachusetts 01583

ECONOMIC DEVELOPMENT TASK FORCE

Meeting Minutes

<u>Date / Time / Location of Meeting</u> August 2, 2023; 5:00 p.m. 140 Worcester Street West Boylston, MA 01583 Land Use Meeting Room 120; 1st Floor In Person (Not Hybrid or Zoom)	<u>Members Present:</u> Marc Frieden, Vice Chair Francesco X Lopriore
	<u>Members NOT Present:</u> James Morrissey Sarah Miles (Appointment Pending)
	<u>Others Present:</u> Jennifer Warren-Dymont, Town Admin

Meeting Called to order at 5:00 pm

2 members attending of 3 appointed, quorum achieved - see attendance above.

No Public Comment

Introductions: (replaced with an explanation of the current membership):

Jay Morrissey is the Select Board appointee to the board replacing Kristina Pedone. Sarah’s appointment is pending. She was the Planning Board appointee replaced by Frank and will become a resident member once appointment is complete.

Review Mission of Task Force:

Reviewed and discussed documentation from the WB EDTF website. Discussion included the gateway sign project and the distinction between that and the Adopt-a-Square/Island Program run by the Select Board.



Motion: to approve meeting minutes from May 24, 2023 regular meeting

motion by Marc, Frank second
Vote: Approved – Marc: yes, Frank: present

New Business

Update on Total Fitness Invoice:

The invoice is presented for reimbursement because the sign was made to incorrect dimensions per advice from EDTF to follow the dimensions on the website.

Motion: to Reimburse Total fitness for amount on Invoice INV-8420 from Signarama Worcester

motion by Marc, Frank second
Vote: Approved – All in favor

Reorganize the board:

This agenda item was tabled to a future meeting with enough members to fill the offices.



Update on possible business breakfast ideas - expanded

This agenda item became a more general discussion of potential activity. Several ideas surfaced for future agenda items:

- Recognition of businesses in town by the EDTF for years of doing business in town and successfully doing business thru the pandemic. Frank pointed out that a local business he is familiar with, Lamboy's Barbershop, is coming up on their 5 year anniversary doing business in town and could be recognized for years of service as well as surviving the pandemic. 
- Jen would like the web site to offer specific guidance to businesses to relocate to West Boylston. The page should include guidance on requirements including zoning, permitting, etc with contact information for town resources needed for the permitting and available to answer questions, etc. 
- Publishing a Welcome Packet for new residents and businesses. The Resident Welcome packet would include:
 - emergency phone numbers 
 - Contact info for Town resources like Trash pickup, Recycling center, Light Plant, Water District, Library, DPW, etc
 - Contact information for local businesses that residents may need like plumbers, electricians, contractors, etc
- Creating an Economic Development CORPORATION. This would increase what the EDTF could do. Marlboro has an EccDevCorp, the board could contact them to start researching this as a possibility. This would allow the Committee to be able to actively find tenants for open business locations or pursue companies to relocate to town. 

Brainstorm ways to get folks to use the new Business Contact Form and Review of the form. 

This item was mixed in with the previous discussion points above.

Discussion included personally visiting businesses and dropping off a flyer or a EDTF business card (to be created) encouraging them to go online and fill out the form.

Review Task Force operations involving the TA's office:

Jen attended this part of the meeting and explained the issue. The problem is when the board involves the TA's office for drop off and installation of gateway signs and a question from the business comes up it is slow and cumbersome to relay the questions: 

from the Business >> TA Office >> EDTF >> TA Office >> back to the Business.

The interaction would be more efficient, faster and probably more accurate if the TA's office was directed to answer the questions directly.

Old Business***Review Gateway sign Adoption Program Policy to be recommended to the Select Board*** 

This item was tabled until more research and details were available.

Review Gateway sign installation and removal work with DPW:

Very little discussion happened here. The signs were all installed by the DPW, no more news was available.

Next meeting date and location was not set:

Will be done by email

Future agenda items

- All the items above with this symbol:
- Correct the website information regarding Gateway sign size.



Motion: to Adjourn Meeting at 6:02

Motion by Marc, Frank second

Vote: Approved – All in favor

Respectfully submitted,

Approved: _____

A handwritten signature in black ink, appearing to read 'Marc Frieden', written over a horizontal line.

Marc Frieden