

**ASHBURNHAM ECONOMIC DEVELOPMENT COMMISSION
MEETING MINUTES**

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**17 January 2017 - 6:30pm
Public Safety Building Training Room**

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PRESENT: Bill Johnson, Chair, Chris McNabb, Leo Janssens II, John Enright, Ronald Putnam, Rosemarie Eldridge Meissner, Vice Chair, Jaclyn Wooding, Secretary, Christina Sargent

- 1) OPENING REMARKS - Bill Johnson opened the meeting. Discussion of \$100k set aside from 2016 Free Cash to establish AEDC under the BOS as an article. Advisory board on AEDC. Expenditures are reviewed and approved by BOS.
- 2) INTRODUCTION OF MEMBERS - Members introduced themselves.
- 3) ORGANIZATION OF THE COMMISSION - Motion by McNabb to confirm Bill Johnson as chair; seconded by Meissner. Vote 8-0, passed.
 - a) Motion by Johnson to nominate Meissner as Vice Chair; seconded by Sargent. No other nominations. Vote 7-0-1 (Meissner abstained), passed.
 - b) Discussion over nomination of Secretary. Discussion over recording AEDC meetings - and recording process. Johnson provided explanation of role. Wooding volunteers; Johnson nominates Wooding; seconded by McNabb. Vote 7-0-1 (Wooding abstained), passed.
- 4) COMMENTS FROM HEATHER BUDREWICZ, TOWN ADMINISTRATOR - Johnson passed the floor to Budrewicz. Budrewicz discussed finding Open Space in progress. Discussed setting up meetings with Planning agencies, and contacts. Discussed setting up meetings with other Town Administrators to see about any regional needs. Discussed need for review to permitting guide. Stated businesses have asked about necessary steps to establish or expand business in town. Wants to find a different way to go to make it more clear.
- 5) GENERAL DISCUSSION ON AEDC FOUNDING DOCUMENT - Johnson gave general overview of AEDC and invited a general discussion of the direction of the commission. Johnson suggests the AEDC should agree moving the DPW site will be a fundamental piece of the commission. Discussion ensues. Johnson suggests a review of the 21E reports, and that he spoke with Doug Briggs regarding "brown fields" and what it would cost to get a plan; the quote was \$6000. According to MRPC there is money available from the state. The 21E reports are at a review company now; they will be returned with a scope of work. EPA has previously given the town money for brown field site. Sargent suggests the commission has three focuses. Discussion continues.

Putnam suggests communication with residents in the form of a survey. Meissner suggests speaking to current business owners. Johnson mentions TA will be having a meeting with all committee and commission heads. Enright suggests making a list of tasks: what attracts people and what makes them stay. Johnson reminds the members that we can set up subcommittees. He proceeds to bring up the many plans and reports that have been done in the past. Suggests the commission reviews these items to see if anything can be used in our efforts. Johnson mentions wanting to post all of them to website. Enright asked if any of these plans have moved on; if there have been any accomplishments. Asked whether there is a Master Plan update, so that the most current plan can be presented when applying for grants, etc. Johnson listed many ideas he has for community changes. Meissner suggests ways to engage the community. Discussion ensued about the best use of our time and funds. Asked if we should do a “visionary exercise” using an outside facilitator. The decision is made to have each member bring their priorities for the commission to the next meeting.

6) ESTABLISH FUTURE MEETING SCHEDULE - Johnson discussed meeting times and frequency. Next meeting is planned for Monday, January 30, 6:30pm. Place TBD.

7) ADJOURNMENT - Johnson calls meeting to a close. Meeting adjourned 8:45pm.

Submitted,
Jaclyn Wooding, Secretary