

## **Economic Development Committee**

Tuesday, October 9, 2012 7:00 PM  
Old Library, 5 Fairbank St., Harvard, MA

### MINUTES

---

Members Present: Elaine Lazarus, Chairman, Sandy Chapman, Rich Maiore, Jim Stevens  
Others Present: Tim Schmoyer (Planning Board), Michelle Catalina (Planning Board), Bill Johnson (Board of Selectman),

#### **1. Administrative Business**

The Committee voted unanimously to approve the Minutes of September 11, 2012

#### **2. Town Planner**

Ms. Catalina outlined that Planning Board is seeking input from various Town Boards and Committees on how they might envision working with a Town Planner and how could a Town Planner help EDC facilitate its goals and accomplish work that EDC currently is not doing due to lack of expertise and/or time.

Mr. Chapman indicated GIS mapping and interfacing with the Montachusett Regional Planning Commission (MRPC). Mr. Maiore thought a Town Planner could serve as the point of contact with a range of business development stakeholders including current and prospective businesses, other committees, and developers. The Planner would provide vision for the commercial district, provide recommendations for approaching businesses, and how to prioritize those recommendations/tasks to accomplish the vision. Ms. Lazarus envisions the Town Planner providing recommendations regarding by-laws, zoning and processes. The Committee then listed out the benefits/services of a Town Planner. They include:

- Grant identification and response
- Economic Development (zoning, proactive outreach, grants, meeting)
- Land use expertise
- Point of contact for permitting process
- Sustainability/continuity of knowledge
- Lead Town through Master Planning process
- Less burden, less cost of Town Counsel

Ms. Catalina indicated she was still conducting outreach to other committees/boards to gain their input. She hopes to meet with the Finance Committee by December. She stressed the importance of education of Town Planner to town residents, specifically, what a town planner does/does not do and the pros/cons of full vs. part time and pros/cons of costs.

#### **3. Master Plan Update**

Mr. Schmoyer gave an update on Master Plan. He indicated the Planning Board discussed using some of the dollars allocated to Master Plan to help EDC with infrastructure analysis. The Committee discussed the need and benefits of creating a vision for the C-District. Mr. Schmoyer

thought it would be helpful to have this vision to drive understanding and sell needed zoning changes. The Committee discussed the benefits of including elements like traffic calming; walkways; setbacks. Mr. Chapman and Ms. Lazarus discussed identifying consultants they could contact to gain a sense of services and budget for development of the vision.

#### **4. Communications Update**

Mr. Maiore and Mr. Stevens discussed communications strategies to update town residents and other boards/committees on the EDC activities. The Committee agreed on the need for a communication schedule and plan for 2013. Mr. Maiore indicated he would develop an outline for the next Committee meeting. Mr. Johnson asked about benefits of EDC webpage. The Committee indicated it would be beneficial to have one as most surrounding towns have dedicated pages to promote economic development. The challenge is the costs of starting up and maintaining a site. The Committee also discussed the possibility of an EDC dedicated email. Mr. Johnson indicated he would look into this.

#### **5. Nashoba Chamber of Commerce**

Mr. Chapman indicated he had spoken with NCC. They would provide 40 packets to distribute to local Harvard businesses.

Adjourned: 8:35 PM

Rich Maiore, EDC member

Approved: February 19, 2013

Documents used at the meeting:

Meeting agenda