



Town of Sturbridge
308 Main Street, Sturbridge, MA. 01566
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Sturbridge Economic Development Committee

Minutes of December 21, 2011, EDC Meeting

Members Present:

Heather Hendrick (HH) -Chairman; Sherri Pelski (SP) – Vice Chairman; David Holland (DH);
Kevin MacConnell (KM); Don Miller (DM) – Secretary

Guests: A. Ellison – BOS Liaison

1. Meeting called to order by HH at 6:10 P.M.
2. Quorum check - five members present = quorum
3. Approval of minutes of Oct 19, 2011, and Nov 16, 2011 EDAC meetings
SP Motion , DM 2nd , vote 5-0

>> Action Item: DM to send approved minutes to Town Clerk and Town Administrator

4. Review, discuss job description of economic development position

Long discussion based on job descriptions of Lexington Economic Development Director, Needham Director of Economic Development, others provided by Town Administrator.

EDAC recommends:

- a. position reports to the Town Administrator (needs to be independent)
- b. works under general direction provided by EDAC
- c. position is full time
- d. title of Economic Development Director
- e. primary responsibility is to contribute to the development and maintenance of a robust, diversified, growing local economy
- f. incumbent must have ability to do financial analysis, cost /benefit analysis, and similar financial calculations related to economic development opportunities

>>Action Item: SP will write up a propose job description and forward to EDAC members for review .

5. Approval of DH's amended EDAC article for Sturbridge Villager
DM Motion, SP 2nd , vote 5-0
>> Action Item: DH to send to Sturbridge Villager

6. Future EDAC articles for Sturbridge Villager
Members agree with DH's recommendation of regularly having articles in Sturbridge Villager to inform public about EDAC activities, etc.
>> Action Item : Members to suggest future articles

7. EDAC web page contact information -

>> DM to inform (SH) Town Administrator of EDAC decision on web page contact information,(in response to Dec 20 SH e-mail questions on contact information)

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|------------------|---------------|--|--------------|
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| Sherri Pelski | Vice Chairman | sbgp7@charter.net | |
| Kevin MacConnell | | | |
| Dave Holland | | dholland_1charter.net | |
| Don Miller | Secretary | DAM1943@charter.net | 508-347-6488 |

8. Definition of economic development

We need an agreed upon definition.

>>Action item: As suggested KM, each member to consider DM proposed definition :

Economic development is defined as the development and maintenance of a robust, diversified, growing local economy.

To be decided next meeting

9. Change name to Economic Development Advisory Committee (from Economic Development Committee)

SH to recommend name change to BOS at Jan 3, 2012, BOS meeting.

10. Master plan

DM advised that EDAC members must be familiar with economic section of Master Plan (A Strategic Plan for a Vibrant Economy)

11. Town of Sturbridge Open Space and Recreation Plan 2011

DH obtained five copies from town planner and distributed to EDAC members for review.

12. Next meeting – Wednesday, January 18, 2012

13. Motion to adjourn

DM motion, SP 2nd, vote 4-0 (DH left prior to this motion)

Meeting adjourned at 8:45 PM

Documents used at this meeting:

1. Dec 21, 2011, EDAC Meeting Agenda
2. EDAC meeting attendance record
3. economic development position job descriptions provided by SH (Southbridge, Taunton, Needham, Lexington, Belmont, Gardner, Westwood, Ayer)

Don Miller
Secretary