February 23, 2016

Ms. Wendy Mickel

Town Clerk

Town Hall

Westborough, Ma. 01581

Dear Ms. Mickel:

The Economic Development Committee will hold a scheduled meeting in the Westborough Forbes Municipal Building, 2nd Floor, Room 23, 45 West Main Street, on Tuesday, March 01, 2016 from 8:00 a.m. to 9:30 a.m.

**Tuesday, March 01, 2016:**

8:00 a.m. Welcome: Chairman Deborah Penta

 Chairman’s Remarks

8:10 a.m. Approval of February 2016 Minutes

8:10 a.m. Town Planner’s Report: Jim Robbins

8:15 a.m. Building Commissioner’s Report: Tin Htway

8:20 a.m. EDC Coordinator’s Report: Francisco Torres

8:30 a.m. Meeting Date Selection Options for EDC Off-Site Strategic Planning Discussion: Deborah Penta

8:50 a.m. EDC Outreach Subcommittee: Deborah Penta

9:00 a.m. Other Business

Respectfully,

Sandy Spinella/Administrative Assistant