

September 7, 2016

Ms. Wendy Mickel
Town Clerk
Town Hall
Westborough, Ma. 01581

Dear Ms. Mickel:

The Economic Development Committee will hold a scheduled meeting in Memorial Hall, 34 W. Main Street, on Tuesday, September 13, 2016 from 8:00 a.m. to 9:30 a.m.

Tuesday, September 13, 2016:

- 8:00 a.m. Welcome and Opening Remarks: Deborah Penta, EDC Chair
-Note on upcoming meeting dates and location:
10/4/2016, Memorial Hall (Town Hall, upper level)
11/1/2016, Forbes Municipal Building, Room 23 (limitations on space due to voting)
No December meeting (Annual Review Celebration in lieu of meeting)
- 8:10 a.m. Approval of August, 2016 Minutes
- 8:30 a.m. Building Commissioner's Report: Tin Htway
- 8:40 a.m. EDC Coordinator's Report: Francisco Torres
- 8:50 a.m. EDC Outreach Subcommittee: Ambassador Updates
- 9:00 a.m. Other Business

Respectfully,

Francisco Torres
Economic Development Coordinator

ECONOMIC DEVELOPMENT COMMITTEE

Deborah Penta	Tin Htway	Bonnie Sullivan	James Ball
James Malloy	Ian Johnson	John Walden	Jonathan Steinberg
Herb Alexander	James Robbins	Francisco Torres	

