

September 29, 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, October 4, 2016 from 8:00 a.m. to 9:30 a.m.

Tuesday, October 4, 2016:

8:00 a.m. Welcome and Opening Remarks: Bonnie Sullivan, EDC Vice-Chair
-Note on upcoming meeting dates and location:
-11/1/2016, Forbes Municipal Building, Room 23 (limitations on space due to voting)
-No December meeting (Annual Review Celebration in lieu of meeting)
-Annual Review Breakfast: Monday, December 12, 2016 at the Westborough DoubleTree
-Discussion for award categories and potential recipients

8:20 a.m. Approval of September, 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

