



Town of Westminister

MASSACHUSETTS 01473

FROM THE OFFICE OF THE
ECONOMIC DEVELOPMENT COMMITTEE

Phone: (978) 874-7414

Economic Development Committee (EDC) – Meeting Minutes for September 4, 2013

Members Present: Richelle Brown, Jeff Crowley, John Fairbanks, Bud Taylor (Arrived at 7:12PM)

Others Present: Steve Wallace, Town Planner

Members Absent: Joe Serio

Meeting called to order at 7:00 PM by Vice Chairman Jeff Crowley,

The committee first discussed the Town's promotional brochure project. Steve reported that Discovery Maps could produce the map itself for \$2,900 plus \$100 per month to host it. He next reported that MTC Printing could design and print the map for \$2,500 plus \$800 for web design. Motion to request \$3,500 for paper and web-based promotional brochure was made by Richelle Brown and seconded by Jeff Crowley. Motion passed 4 to 0.

The EDC then discussed having a member serve as the clerk-secretary. Motion was made by Richelle Brown and seconded by Jeff Crowley to appoint John Fairbanks as the EDC Clerk-Secretary. Motion passed 4 to 0.

The committee discussed whether or not to prepare a budget submission for the Town's FY15 Budget. A motion was made by Richelle Brown and seconded by Jeff Crowley to request a \$750 budget for FY15. Motion passed 4 to 0.

Membership recruitment was the last subject discussed. The committee felt that we should look for business people who both live and work in Westminister.

The EDC will meet next month on Wednesday, October 2nd at 7:00 PM.

The meeting adjourned at 8:00 PM.

Submitted by:

JOHN F. FAIRBANKS
EDC Clerk-Secretary