



BOXBOROUGH ECONOMIC DEVELOPMENT COMMITTEE

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Meeting Minutes

January 9, 2020

7:30 PM

Morse Hilberg Room, Town Hall, 29 Middle Road

Approved January 23, 2020

Members Present: Rich Guzzardi (Chair), Mark White, John Neyland, Kristin Hilberg, Dawn Willis

Members Absent: Joe Ferguson, Nate McKinley

Ex Officio: Susan Back, Becky Neville

Other Attendees:

Called the meeting to order at 7:35 PM

Minutes:

Reviewed meeting minutes from December 5, 2019. Minutes being edited by Kristin per Rich's input.

Mark White made a motion to approve the minutes, John Neyland seconded, all approved.

Correspondence & New Business:

Rich Guzzardi sent Ryan Ferrara (Town Administrator) an email about the gap in information on starting a business in town. Ryan said that Simon Corson (Town Planner) would be the contact for the EDC board liaison. Nate M and Dawn W offered to head up this action item.

Bryan Lynch was scheduled to come tonight and could not. He is on the schedule for next meeting on 1/23 at 7:30.

Rich G reached out to Ryan F about a paid secretary for the meeting minutes.

Mark W and Rich G discussed the correspondence from the EDC to the planning board (PB) wanting to discuss the present parking requirements and that no action was taken by the PB. Mark W (liaison from the PB) intends to raise the point again. Rich G is going to request to be put on the agenda of the next PB meeting on 1/27.

Rich G suggests how to work with zoning to start moving forward on some incremental zoning changes to get some services in areas of interest expressed by town surveys.

Correspondence, Christmas card from UMASS program

Update on Economic Development Study

Completion of Phase 1:

Susan B had some comments on 12/29 Phase 1 Boxborough Economic Development Study from UMASS. Wanted to know where some pieces of data were pulled from. Kristin H and Dawn W researched data available to them and confirmed that the info looked to be accurate.

Scope of Phase 2:

Rich G reviewed when the EDC should present PH2 of the Study. UMASS will be providing a charette. Susan B suggesting a weekend in March. Mark W asked Dawn W when her peer group would so. Dawn W said a week night.

Becky N mentioned doing two Charettes one on week day and one on the weekend. Rich G explained what would be deliverable on PH2 statement of work. Dawn W made a motion to pass the statement of work and associated costs. Mark W seconded, all approved.

Select Board 2030:

Rich G will be going to the BOS meeting to offer EDC thoughts on directions toward the goals of the 2030 plan. Rich G discussed action items we have been moving forward on already, like reaching out to local business owners and representatives.

FY2021 Budget:

Budget: Rich G sent a request for a \$3500 budget for EDC expenses. All members agreed with the request and amount.

Future meeting: 1/23/2020 at 7:30 at town hall

Meeting Adjourned at 8:34 PM

Rich Guzzardi moved to adjourn the meeting, John N seconded and it was unanimously approved.

List of Exhibits:

1. Power point slide of Boxborough2030 EDC Lead Action Items
2. Towards an Economic Development Plan for the Town of Boxborough: Phase II Market Analysis and Scenario Feasibility Study
3. EDC December 5, 2019 Minutes