



**TOWN OF WESTFORD
ECONOMIC DEVELOPMENT COMMITTEE**

TOWN HALL
55 Main Street
WESTFORD, MA 01886
Telephone (978) 692-5501 Fax (978) 399-2557

Meeting Agenda
Economic Development Committee
Thursday, January 17, 2019 at 8:15 A.M.
Westford Town Hall
2nd Floor Main Conference Room

- I. Call to Order/Announcements
 - a. Recognition of Tom Barry & Bill Nussbum as past Chair/Vice-Chair
- II. Approval of Minutes of 12/18/18 EDC Meeting
- III. Administrative Items
 - a. Minutes for this meeting to be taken by Christina Sacco
 - b. Have you installed MicroSoft Outlook to replace First Class email?
 - c. Performance Expectations for “Resident” Members
- IV. 2018 DLTA XI Projects
 - a. Permitting Guide...next steps?
 - b. Updates to EDC section of the 2009 Master Plan...next steps
 - c. Candidate tasks for 2019 proposal
- V. Town Manager Comments and Updates (Jodi Ross)
- VI. Update on “New Business Permit Applications” in the last several months (Jeff Morrisette)
- VII. Attendance and Report on “Outside” Meetings
 - a. Middlesex 3 – Town of Chelmsford (Joan Bennett)
 - b. 495 MetroWest Partnership – (Bruce Rosenberg)
 - c. Any other “Outside Meetings”
- VIII. Westford Business Association Update (Patti Mason)
- IX. Special Projects
 - a. 12 North Main Street Task Force Update (Tom Barry)
 - b. Town Farm (Bill Nussbum)
- X. Review 2018 EDC Work Plan and preparations for 2019
- XI. New Business
 - a. Greater Lowell Chamber of Commerce Distinguished Professional Award
- XII. Comments, Discussion, Action Items, **Adjourn (by 9:45 a.m.)**