



**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, February 21, 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 1/15/19 & 1/17/19 EDC Meetings
- III. Administrative Items
 - a. Minutes for this meeting to be taken by Tom Barry
 - b. Have you installed MicroSoft Outlook to replace First Class email?
 - c. Confirm ToW email address (TOW Economic Development Committee)
 - d. 1-2 "Resident At Large" slots open on committee; citizen activity forms solicited and interviews to be scheduled with leadership team
- IV. 2018 DLTA XI & 2019 DLTA XII Projects
 - a. Permitting Guide...next steps? Use of WA/NVT intern?
 - b. Updates to EDC section of the 2009 Master Plan...next steps (NMCOG grant of 90 hours)
- V. Town Manager Comments and Updates (Jodi Ross)
- VI. Update on "New Business Permit Applications" in the last several months (Jeff Morrissette)
- 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): Demographics, events, commercial properties
- 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 proposed 2019 EDC Work Plan
- XI. New Business
- XII. Comments, Discussion, Action Items, **Adjourn (by 9:45 a.m.)**