

1. Agenda

Documents:

[2023.01.04_EDC_AGENDA.PDF](#)

2. Meeting Materials

Documents:

[2023.01.04_ECONOMIC_DEVELOPMENT_COMMITTEE_DRAFT_MINUTES.PDF](#)

**Town of Southborough
Economic Development Committee
McAuliffe Hearing Room in the Town House
Wednesday, January 4th, 2023, 7:00PM**

MEETING AGENDA

- 1. Call to order**

- 2. Discussion** (Vote may be taken)
 - a. Update on the contract EDC Coordinator role [5 min]
 - b. Full-time *Community Development Director* position/job description [10 min - distributed]
 - c. Update on the January 3rd Select Board Meeting [20 min]
 - d. Responses to outreach to boards, departments, and committees from all EDC members re: the grant writing component of the full-time role [15 min]
 - e. Annual Town Report [5 min – distributed if draft is complete]
 - f. Master Plan/EDC goal discussion [10 min]

- 3. Public Comment**

- 4. Administrative**
 - a. Approval of Minutes from October 26, 2022
 - b. Approval of Minutes from November 14, 2022 (if available)

- 5. Adjourn**

Submitted by: Rob Anderson, Chair



Economic Development Committee Meeting
Town of Southborough, MA

January 4, 2023 @7:00pm
Southborough Senior Center

RECEIVED
By K Battles at 12:16 pm, Mar 02, 2023

MEETING MINUTES - DRAFT

1
2
3 **1. Call to order:** Chair Rob Anderson called the meeting to order at 7:09pm.
4 **EDC members present:** Rob Anderson (RA), Alan Belniak (AB), Julie Connelly (JC), Michael Moorehead (MM), Karen
5 Anglim (KA), John Wood (JW)
6

7 **2. Discussion – (Vote may be taken)**

8 a. Update on the contract EDC Coordinator role [5 min]
9 RA is working with Vanessa Hale to get a contract for Claire Reynolds
10

11 b. Full-time *Community Development Director* position/job description [10 min – distributed]

12 Job description needs to be revised:

- 13 – Change director to coordinator
- 14 – Needs to be more focused/defined as to responsibilities
15

16 **MOTION:** JW moved to approve job description with recommendation as discussed (2nd JC)

17 **DISCUSSION:** RA opined that the full-time role would attract a more qualified pool of resumes. Select Board
18 will need to review the job description.

19 **Roll call vote:** A Belniak-Aye, J Wood-Aye, Julie Connelly-Aye, M Moorehead-Aye, K Anglim-Aye, R Anderson-
20 Aye (5-0-0)
21

22 c. Update on the January 3rd Select Board Meeting [20 min]

23 RA updated that during his discussion with the Select Board, Sam Stivers and Andrew Dennington were in favor
24 of the position while Chelsea and Lisa were not. Kathy Cook feels that the perception of the EDC has to be
25 changed.
26

27 d. Responses to outreach to boards, departments, and committees to all EDC members re: the grant writing
28 component of the full-time role [15 min]

29 Not much response as the timeframe was short and during the Christmas holidays.
30

31 e. Annual Town Report [5 min – distributed if draft is complete]

32 Due date is Jan 5th, 2023

33 **MOTION:** JW moved to approve RA and AB finalizing the report and submit (2nd JC)

34 **DISCUSSION:** None

35 **Roll call vote:** A Belniak-Aye, J Wood-Aye, Julie Connelly-Aye, M Moorehead-Aye, K Anglim-Aye, R Anderson-
36 Aye (5-0-0)
37

38 f. Master Plan/EDC goal discussion [10 min]

39 During 2023, one of the EDC's goals will be to focus on accomplishing the Master Plan goals as outline in the
40 implementation schedule.
41

42 **3. Public Comment**

43 Sam Stivers – talked about grant opportunities

44 **4. Administrative**

45 a. Approval of Minutes from October 26, 2022

46 **MOTION:** JW moved to approve minutes from October 26th as presented (2nd JC)

47 **DISCUSSION:** None

DRAFT – for approval at the next EDC meeting – to be scheduled

48 **Roll call vote:** A Belniak-Aye, J Wood-Aye, M Moorehead-Aye, K Anglim-Aye, R Anderson-Aye (5-0-0)

49

50 b. Approval of Minutes from November 14, 2022 (if available) - POSTPONED

51

52

53 **MOTION TO ADJOURN:** AB moved to adjourn the meeting at 8:44pm (2nd JW)

54 **DISCUSSION:** none

55 **Roll call vote:** A Belniak-Aye, M Moorehead-Aye, K Anglim-Aye, R Anderson-Aye

56 (5-0-0)

57

58 Submitted by Claire C Reynolds (for Rob Anderson)

59

60