



Town of Sturbridge
308 Main Street, Sturbridge, MA. 01566
Phone: (508) 347-2500 Fax: (508) 347-5886

Sturbridge Economic Development Committee

Minutes of November 16, 2011, EDC Meeting

Attendance:

Members Present:

Heather Hendrick (HH) -Chairman; Sherri Pelski (SP) – Vice Chairman; David Holland (DH);
Kevin MacConnell (KM); Don Miller (DM) – Secretary

Absent: A. Ellison – BOS Liaison

Guests: Shaun Suhoski (SS) – Town Administrator

1. Meeting called to order by HH, Chairman, at 6:45 P.M.
2. Quorum check - five members present = quorum
3. Vote on positions
Note: At the Oct 16, 2011, meeting, at which there were four members present, HH was elected chairman, SP vice chairman, DM secretary.
It was the decision of the committee to vote again when all five members were present.

Motion: Nominate and elect HH as Chairman, SP as Vice Chairman, DM as Secretary.
Vote: All in favor 5-0
4. Motion to request BOS to change name to Economic Development Advisory Committee from Economic Development Committee.
Vote: All in favor 5-0

>>Action Item: SS will submit name change request to BOS for approval
5. Motion to establish EDC standing meetings on third Wednesday of each month with meeting starting at 6:00 P.M.; other meetings to be scheduled as needed.
Vote: All in favor 5-0

>>Action item: DM to inform Judy Knowles of change in meeting start time and request she schedule a conference room for EDC standing meetings on third Wednesday of each month starting at 6:00 P.M.
6. Discussion of “do’s and don’ts” of Open Meeting Law

7. Discussion of EDC information to be included on Town Web site.

- Decision:
- a. Mission Statement (as approved by BOS on Oct 3, 2011)
 - b. Members names and positions
 - c. Member contact information as determined by each member
 - HH: telephone number and e-mail address
 - SP: e-mail address
 - DH: e-mail address
 - KM: none
 - DM: telephone number and e-mail address
 - d. Meeting schedule (standing meetings)
 - e. Link to meeting minutes

>> Action item: DM to provide above information to SS to include on Town web site

8. Discussion on EDC “work plan” – what to focus on first, etc.

Motion: Focus first on Economic Development position, including title, e.g., director, coordinator, job description.

Vote: All in favor 5-0

>> Action item: SH will provide proposed job description to members by Nov 22 for review, input.
Note: reply only to SS to comply with Open Meeting Law

After receipt of proposed job description HH will send e-mail to members with proposed schedule for a meeting to discuss

***Note: Per SH the job description must be finalized by December 5, 2011

9. Discussion on attending Recreational Trails Master Plan Steering Committee on Tuesday, November 29, 2011

DM plans to attend.

10. Discussion on meeting with various boards and committees such as Zoning Board, Sturbridge Tourist Association, Tax Assessor, Town Planner, etc. to obtain information on town economy and economic development

Agreement on need for such meetings.
No decisions, no action items at this time.

11. Discussion of DH proposal to have a “standard” EDC column in Sturbridge Villager to inform residents and businesses of EDC goals, activities, etc.

Agreement that this would be beneficial

>> Action item: DH will contact Sturbridge Villager to discuss this proposal.

12. Motion and vote to adjourn

Vote: all in favor 5-0

Meeting adjourned at 8:45 P.M.

Documents used at this meeting:

1. November 16, 2011, EDC Meeting Agenda
2. EDC meeting attendance record

Next regular meeting: Wednesday December 21, 2011

Don Miller
Secretary

**Approved by EDAC on Dec 21, 2011

