

**Economic Development Committee  
Meeting Minutes of August 4, 2016**

Call to Order: The Chairman called the meeting to order at 8:00 a.m. in Room 105 of Town Hall.

In Attendance: Chairman Barbieri, Robert Warburton, Susan Russo, David Thorn and Lisa Zais. Kate Lamontagne was absent. Also present were Town Administrator Jeff Ritter, Technology Director Chris Meo and Economic Development Director/Town Planner Karen Sherman.

Approval of Minutes: On a motion by Mr. Thorn, seconded by Mr. Warburton, the draft minutes of June 9, July 7 (as amended), and July 12, 2016 were approved with Mrs. Zais abstaining from 6/9 and 7/12 and Mr. Thorn abstaining from 7/7/ and 7/12.

Web Site Development: Mr. Meo gave an update, reading from an e-mail received from Deborah Penta noting that the information sent was received, the site was well along and a first pass should be available. He noted that he would follow-up with her.

Community Video: Bruce Gilfoy, Interim HCAT Director was present to review progress made on the videos. Interviews with Rep. Dykema, Outpost Farm, Colantonio Construction, Coffee Haven, Pure Hockey, and Web Industries were provided. Members noted points to emphasize in editing and will provide Bruce with additional comments upon further review. Additional interviews will be completed in the next few weeks (e.g. Board of Selectmen and another manufacturer) as well as the overall compilation video. Members discussed an additional session for overall video and website review and then a rollout in late September. Mrs. Zais will follow-up on a location, date, and menu. The Chairman will solicit a sponsor. Additional information on demographics and workforce will be provided to Bruce for the voice over. The Chairman also noted a booth available at Celebrate Holliston on Saturday, September 17<sup>th</sup>.

Business Information Questionnaire: The Chairman distributed a draft questionnaire to be utilized for both new and existing businesses. Members were asked to provide comments. Mrs. Russo provided a list of members from the Holliston Business Association as well as her own Holliston clients from the Little Green Phonebook. The information will be combined with the Town Clerk's active business certificate list to both solicit and provide information (i.e. invite to rollout, links to website, video and staff contacts).

General Business: Mrs. Russo noted that she had recently met the Ashland Economic Development Director and put she and Ms. Sherman in touch. The Town Administrator reported that six new businesses had registered with the Town Clerk in the past month.

Adjournment: the meeting adjourned at 8:55 a.m. on a motion made a duly seconded. The next meeting was scheduled for September 1<sup>st</sup>.

Respectfully submitted:

Karen Sherman

Approved: September 1, 2016