

Economic Development Committee
Meeting Minutes of May 5, 2016

Present: Chairman Peter Barbieri, Susan Russo, David Thorn, and Bob Warburton and Lisa Zais. Kate Lamontagne was absent. Also present were Superintendent of Schools Brad Jackson, Technology Director Chris Meo, and Town Planner Karen Sherman.

Call to Order: The Chairman called the regular meeting to order at 8:00 a.m. in Room 105 of Town Hall, 703 Washington Street.

- 1) **Website Development** ó The Chairman noted that the contract with Penta Communications of Westborough had been signed and money had been transferred to fund the first phase of work. Members agreed to continue to review other websites and provide ideas for use in Holliston's site development as well as identify images of Holliston to include in the website (e.g. Town Hall). Chris will follow-up with Penta Marketing to schedule a start-up meeting.
- 2) **Community Video** ó Mr. Warburton provided an update on the video, noting that HCAT staffer Bruce Gilfoy is working on updating the storyboard for a 5/16 meeting. He stressed the need for a script and graphics. Others noted the importance of regional maps and focus on the local business environment.
- 3) **School Department as Partner** ó Dr. Jackson reiterated that he feels strongly that the schools need to play a role in community development as should be seen as resources, rather than a tax burden. He indicated his willingness to work directly on efforts to ösellö the community.
- 4) **Permitting Guide** ó Ms. Sherman distributed a draft öHolliston Permitting Guideö developed in conjunction with the other land use departments. Members agreed to review and provide input. The chairman suggested the addition of approval flow charts for various permits as well as links to application forms and regulations.
- 5) **General Business** ó The Chairman noted that the members should consider the idea of taking on an intern. He circulated a prior draft developed several years ago. Ms. Sherman gave an overview of the proposed 80,000 s.f. Herb Chambers Collision Center and Wholesale Parts Distribution Facility planned for the existing building at 11 Bartzak Drive that will be before the Zoning Board of Appeals this month. The building is being vacated by Cold Chain Technology.
- 6) **Minutes of April 7, 2016** ó The draft minutes were approved as written on a motion by Bob Warburton, seconded by David Thorn with the vote as follows: 3 ó aye and 1 ó abstain (Mrs. Zais was absent).

Adjournment ó On motion duly made and seconded the meeting was adjourned at 8:45 a.m. The next meeting was set for June 2, 2016 at 8:00 a.m.

Respectfully submitted,

Karen L. Sherman, Town Planner

Approved June 9, 2016