

Call to Order

The meeting was called to order at 8:00 a.m. in the 2nd floor Conference Room at the Town Offices. Present were: Chairman Timothy Vaill, T. Bradley Duffin, Marlene Hoyt, and Andrea Leary; also present were: Planning Director Paul Materazzo and Senior Planner Lisa Schwarz.

Streamline Permitting Update

In an effort to streamline permitting, a Raytheon Process Engineer along with the Community Development and Planning staff looked at Andover's processes to suggest improvements. In addition, the Division Heads have met with Development teams involved in State-wide development to evaluate the processes and determine where improvements are needed. As a result of these and numerous other meetings with customers and administrative personnel, thirty four recommendations were made to help streamline the permitting process. These suggestions range from simply installing a computer screen with targeted information which is available as a user walks into an administrative office, to amending zoning bylaws. Installing "How-to" videos on the Town website, and providing training to the various Boards/Committees to improve processes are examples of other suggestions that were made.

Permitting is restricted by the timing of various Board Meetings. A suggestion was made to request approval from the Board of Selectmen to possibly allow Board Chairs, in certain situations, to approve permitting while the paperwork is finalized. The EDC can help to support the processes by providing information to the Selectmen in order to advance Economic Development.

Memorial Hall Library has offered to host an informational series in conjunction with the Historical Society to keep citizens informed. Zoning issues was one suggestion which could be addressed.

Project Updates

Mr. Materazzo provided examples of five current projects. Creating a template which would demonstrate the benefits of each project, including the quantifiable value to the Town would be helpful. EDC can support these projects and help them to move forward by identifying and communicating their economic impact and additional jobs they bring. Examples of success with similar type projects from comparable towns would also be helpful.

Community interest was generated by the *Andover Tomorrow* series with respect to the Transit Oriented Development (TOD) Overlay District. EDC will continue to work with CD & P as a facilitator to help move projects forward for the advancement of Economic Development. Ms. Hoyt has offered to explore Economic Development Councils in other towns to understand their goals and direction in an effort to evaluate ours and provide the needed support.

Adjournment

The meeting was adjourned at 9:30 a.m.