

Call to Order

The meeting was called to order at 8:00 a.m. in the 3rd floor Conference Room B at the Town Offices. Present were: Interim Chairman John Fenton, Interim Vice-Chairman T. Bradley Duffin, Shawn Carroll, Marlene Hoyt, Holly Nahabedian, and David Pierre; also present was: Planning Director Paul Materazzo.

Commitment of Members

Mr. Fenton requested that members send him an email to confirm whether or not they plan to remain as active members on the Council as there are others who are interested in joining.

Alignment of Objectives

Marketing, permitting, and parking are key to economic development and areas where EDC needs to continue working toward improvement. Short and long-term goals and objectives need to be set and discussed with the new Town Manager, Selectmen, and Planning Board staff.

Liquor Licensing: An example was given of how much time and money is needed to obtain a liquor license in Town. A suggestion was made to invite the Town Clerk and Selectmen Alex Vispoli and Paul Salafia to a future EDC meeting to discuss ways to streamline the process for new businesses trying to get a liquor license. Comparing perspectives with comparable nearby communities may also be helpful to understanding the parameters and various types of licenses while maintaining public safety and a business friendly atmosphere.

Fast Food: A small working group is needed to address permitting for fast food establishments in order to expedite the process. In addition to applying for a building permit, fast food establishments require an application to the Zoning Board of Appeals (ZBA) which adds an additional three month process. Many special types of food services which allow “take-out” are considered fast food and subject to ZBA approval.

Permitting: A suggestion was made to invite the Community Development and Planning Staff to an EDC meeting to discuss the steps needed for permitting so members can better understand the process and help prioritize problem areas to address. EDC members need to become mentors to new businesses coming into Town. It is important for all Town Boards to be customer service oriented and business friendly to improve the culture.

Marketing/Website: Many town websites have clear instructions for business permitting steps. A request was made to have each EDC member bring an example to the next meeting, of a Town website that they like for presentation to the group. Mr. Pierre offered to work on the website and questioned whether businesses can sponsor advertisements to help defray costs. Student interns may also be helpful with linking the site to Facebook. How to maintain the site will need to be addressed.

Next Meeting:

September 3, 2015 – the following will be addressed:

- Mr. Materazzo will either invite both the Town Clerk and a Selectman to talk about liquor licensing at the next meeting, or have members of the Community Development and Planning office to discuss permitting.
- Review of website
- Parking update
- Mr. Fenton will create a template to be used as a one-page document showing the economic impact to the Town for certain large projects.

Adjournment

The meeting was adjourned at 9:20 a.m.