

Call to Order

The meeting was called to order at 8:10 a.m. in the 2nd floor Conference Room at the Town Offices. Present were: Interim Chairman John Fenton, Interim Vice-Chairman T. Bradley Duffin, Andrea Leary, Steven Leed, David Pierre, Mike Sewall, and Jeffrey Spagat; also present were: Planning Director Paul Materazzo, and Senior Planner Lisa Schwarz.

Economic Review Template

Ms. Schwarz, Mr. Carroll and Mr. Duffin will work on creating an Economic Review Template to be used for future projects.

Parking Assessment Update

Ms. Leary reported on the September 24th meeting of the Parking Sub-Committee with Nelson Nygaard Consultants. Eight recommended issues/opportunities had been provided including: lack of and inconsistent parking, pricing, signage, employee parking, and optimizing the parking supply. The Sub-Committee expressed concerns with some of these issues; however, the Consultants provided recommendations which included data to back up their proposals. Some possible changes would be: to pay for parking on Main Street, obtain consistent signage, and create an employee parking program. Availability of parking was more of an issue than turn-over. A resident sticker program was not recommended due to survey results, but an incentive for residents with a pay-by-plate technology was suggested.

The proposed timeline is as follows:

- The Parking Sub-Committee will receive a draft plan from Nelson Nygaard by November 2nd which they will review.
- The draft will be discussed at the November 12th EDC meeting.
- An action plan will be presented at the Board of Selectmen annual mid-year review meeting at the Safety Center on November 17th at 7:00 p.m. Reasons for the proposed changes will be explained.
- Information about the mid-year review meeting will be sent to businesses through the ABCA, as well as to landlords and property managers so they can attend.

Town Meeting 2016 – Potential Town Meeting Article

The “Fast Food” permitting process is being revisited in an effort to discuss possible zoning bylaw changes in order to prevent extensive delays (currently restaurants go through an additional permitting process which takes about 90 added days). There was discussion about having the Zoning Board of Appeals (ZBA) complete their reviews in parallel with other Departments/Boards which would shorten the approval process. Any changes to the bylaws would need a vote at Town Meeting. A pre-drafted template and department personnel training were suggested in an effort to expedite the process and improve the culture.

Providing an estimated timeframe to potential clients along with a list of resources including local attorneys would be helpful in streamlining the restaurant special permitting and liquor licensing processes.

The specific permitting problem areas/issues need to be identified and then discussed with Town Manager Andrew Flanagan for input. Perhaps invite the Department Heads to a future EDC

Town Meeting 2016 – Potential Town Meeting Article (cont'd)

meeting where they can explain the steps taken for permitting in order to facilitate a discussion and provide suggestions of how to make the process more efficient.

Mr. Fenton will work with Mr. Materazzo to discuss a strategy for improving the permitting process which will be on the agenda for the November 12th EDC meeting along with the Parking Assessment update.

Other Business

Minuteman Park has been sold but management of the Park has not changed.

Due to the creation of an overlay district of the River Road Franciscan Center area, a special permit is now pending approval from the Planning Board for the creation of Andover Woods – a 200 unit, 62+ independent living community which could bring in over \$1M in tax revenue without impact to the schools. Some units would be available to qualify for affordable housing, but only within a certain timeframe. The development will have a clubhouse/multi-purpose room, with hope to attract other amenities, such as a supermarket, to the area in the future.

Adjournment

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