



# PROPOSED MEETING AGENDA

140 Worcester Street, West Boylston, Massachusetts 01583

In accordance with the provisions of MGL 30A §§ 18-25

Economic Development Task Force Board / Committee Name	August 28, 2023 Date of Notice
ZOOM & Town Hall, 140 Worcester Street Meeting Place	ZOOM & Land Use Room #120 Conference Room Number or Location
August 31 2023, 6:00pm Date / Time of Meeting	Clerk or Board Member Signature
<b>Meeting CANCELLED or POSTPONED to:</b>	<b>Date of Cancellation or Postponement</b>

Notices and Agendas are to be posted 48 hours in advance of the meetings, excluding Saturdays, Sundays and legal holidays. Please note the hours of operation at the Town Clerk’s Office to ensure that this posting will satisfy this requirement.

### To Join Zoom Meeting:

Link: <https://us06web.zoom.us/j/84512021505?pwd=cnkrZ2dHbzNRQ2diZ2lYSzZGSzhXUT09>

Meeting ID: 845 1202 1505

Passcode: 463683

Dial by your location: (646)558-8656 US (New York)

This meeting will be held in-person at the location provided on this notice. Members of the public are welcome to attend this in-person meeting. Please note that while an option for remote attendance and/or participation is being provided as a courtesy to the public, the meeting will not be suspended or terminated if technological problems interrupt the virtual broadcast, unless otherwise required by law. Members of the public with particular interest in any specific item on this agenda should make plans for in-person vs. virtual attendance accordingly.

### Call meeting to order – 6:00pm

#### Public Comment:

During this period, the public can raise concerns and questions about the task force operation and programs. The Board will not discuss presented items in detail and may decide to schedule them for a future agenda, except for urgent circumstances.

Complaints or criticism against staff, volunteers, or town officials are not allowed. If there are no Open Session items to discuss, other agenda items may be addressed earlier.

— AGENDA CONTINUED NEXT PAGE —

If you need reasonable accommodations to participate in the public meeting, contact the Town Administrator, Jennifer Warren Dymant at [ada@westboylston-ma.gov](mailto:ada@westboylston-ma.gov) or (774) 261-4088 in advance of the meeting. While the municipality will do its best to accommodate you, certain accommodations require the hiring of outside contractors who may not be readily available if requested immediately before the meeting.

PROPOSED MEETING AGENDA: 8/31/2023 REGULAR MEETING  
WEST BOYLSTON ECONOMIC DEVELOPMENT TASK FORCE

***Introductions***

***Review Mission of the Task Force***

Including discussion of Gateway Sign Project and the distinction between that and the Adopt-a-Square/Island Program run by the Select Board.

***Approval of Meeting Minutes: August 2, 2023 regular meeting minutes***

***New Business***

***Reorganize the board officers.***

***Correct the website information regarding Gateway sign size.***

***Recognition of new business in town – possible Grand Opening + Ribbon Cutting***

LK Home & Gift

Wednesday September 30<sup>th</sup>

201 West Boylston Street

Need to reach out to business.

Ask Select Board/TA for a “Proclamation”

***Discussion of Business engagement ideas (continuation of business breakfast ideas)***

- Review recently recreated business contact intake form to develop an email list
- Previous discussion included personally visiting businesses and dropping off a flyer or a EDTF business card (to be created) encouraging them to go online and fill out the form.
- Recognition of businesses in town by the EDTF for years of doing business in town and successfully doing business thru the pandemic.
  - Frank pointed out that a local business he is familiar with, Lamboy's Barbershop, is coming up on their 5 year anniversary doing business in town and could be recognized for years of service as well as surviving the pandemic.
- Jen would like the web site to offer specific guidance to businesses to relocate to West Boylston. The page should include guidance on requirements including zoning, permitting, etc with contact information for town resources needed for the permitting and available to answer questions, etc.
- Publishing a Welcome Packet for new residents and businesses. The Resident Welcome packet would include:
  - emergency phone numbers
  - Contact info for Town resources like Trash pickup, Recycling center, Light Plant, Water District, Library, DPW, etc
  - Contact information for local businesses that residents may need like plumbers, electricians, contractors, etc
- Creating an Economic Development CORPORATION. This would increase what the EDTF could legally do. Marlboro has an EccDevCorp. The board should contact them to research this as a possibility. This would allow the Committee to be able to actively find tenants for open business locations or pursue companies to relocate to town.

***Review Task Force operations that involve TA's office.***

Consider a policy to enable the TA's office to answer the question directly and operate efficiently using existing preferred practices. The problem to solve is:

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When the EDTF involves the TA's office for drop off and installation of gateway signs and a question from the business comes up it is slow and cumbersome to relay the questions:

from Business >> TA Office >> EDTF >> TA Office >> back to the Business.

The interaction would be more efficient, faster, and probably more accurate if the TA's office was directed to answer the questions directly.

*Old Business*

*Review Gateway sign Adoption Program Policy to be recommended to the Select Board*

*Future agenda items*

*Set next meeting date & location.*