



ECONOMIC DEVELOPMENT COMMITTEE

18 December 2024
2:30 pm to 3:30 p.m.

Zoom meeting

MINUTES

Roll Call:

EDC Attendees: Patty Sutherland (Co-chair), Michael Carpenter, James Fuccione

EDC Members Absent: Sharon Tchon Gruet, Shirley Ming (Co-chair), Dave Cote

Also present: Kristen Guichard (Planning Director), Fran Arsenault (Select Board Liaison), John Mangiaratti (Town Manager), Maura Haberman (Economic Development Office), Ed Mullen (Building Commissioner)

- **Motion** made by Patty to move James Fuccione from associate member to full member for this meeting, 2nd by Mike, motion passed unanimously.

II. **Regular Business**

- Public Participation

There were various members of Acton community that attended this special informational public meeting held via Zoom. The purpose of this meeting was to have the Planning Director, Kristen Guichard, conduct a presentation and overview/performance along with upcoming engagement opportunities to support the development of a Town of Acton Strategic Economic Development Plan. Kristen noted that this project was initiated by a resolution made at the Spring 2023 Town Meeting to support the 2025 Comprehensive Community Plan.

Kristen noted that grant funding in the amount of \$90k was appropriated later in 2023 to hire a consultant to develop a Town of Acton Economic Development Strategic Plan. RKG Associates was selected as the consultant for the project. A working group was then established which consisted of Town staff and community members with an initial kick-off meeting held in August 2024.

Highlighting needs for the plan included:

- Economic – baseline of the current economic condition, growth, demographics, household, income, labor force, employers, tax-residential vs. commercial, commuters
- Real Estate – Individual residential and retail
How does Acton stack up?

- Space and Demand – Communication/staying informed.
What is growing? What is shrinking?

What are the next steps?

- Looking and contacting stakeholders
- Opportunity assessment
- Compare Town of Acton to other towns in the region

Upcoming meetings:

- Business Luncheon, Jan. 8
- General Public Workshop, Jan. 22 (snow date Jan. 29)
Obtain feedback and current status – Towns strengths and weaknesses
Recommendations to incorporate into the plan.

Other:

- Fran is happy to help with the outreach for the workshops.
- Create public flyers and have meeting in hybrid format.
- Mike would like to know how RKG would like the EDC to help with this – i.e. helping to get as much public workshop feedback as possible.
- EDC should have input into final report – encourage noting EDC support.
- Have EDC meetings before public workshop meeting.
- Mike would like to have RKG on the February agenda.
- Patty will have RKG come to January meeting. RKG has received a needs assessment – housing related plan. There is a lot of overlap.
- Kristen to confirm January dates for RKG presentation.

III. **Old Business**

- None

IV. **More Regular Business**

- Next meeting – January 3, 2025 (first Friday) at 11:30 am (tentative dependent upon RKG schedule).
- Add agenda item for next regular scheduled meeting: Outreach.

V. **Consent Items**

- None

Additional materials

- Economic Development Strategic Plan – PowerPoint
- Economic Development Strategic Plan Schedule

Minutes taken by: Maura Haberman