



## **Economic Development Committee Minutes**

**Oct 10, 2025**

**Meeting held via Zoom**

**10:30 AM to 12:00 PM**

Called to Order: 10:35 AM

**Present:** Patty Sutherland, Michael Carpenter, Shirley Ming, Robert Jackson, Sharon Tchon Gruet, Fran Arsenault (SB Liaison), Patricia Costa (Econ. Development Director)

James Fuccione (Planning Board Liaison)

**Absent:** David Cote, Maura Haberman (ED Liaison), Jason Cole (Fin Comm Liaison),

**Citizens present:** John Baum, Jeff Brown

### **PRELIMINARIES**

Call the Roll – attendance is noted above.

### **I - REGULAR BUSINESS**

- Review of meeting minutes from previous meeting (Friday, September 5, 2025)  
Accepted unanimously
- Public Concerns  
John Baum discussed concerns about the leaf blower Town Meeting article and its potential impact on small businesses due to increased costs.
- Public Participation  
None.
- Committee membership update  
Introduction of new member Robert Jackson

### **II - NEW/SPECIAL BUSINESS**

Office of Economic Development Updates

- Updates on 2026 CPA Plan (Nate Ryan, Planning Department)

Projects must align with one of the following categories: Community Housing, Historic Preservation, Open Space, or Recreation

See [02 2026 CPC Plan](#) for details.

Town website has additional resources for <https://www.acton-ma.gov/276/Resources>

Mike Carpenter shared his experience with the application process, approved at the May 2025 Town Meeting. He noted the process was generally positive, though a shorter timeline between application and fund approval would benefit businesses.

- New Businesses and Business Collaborations (Patricia)

Patricia attended the American Swiss Foundation event at Harvard University and is exploring opportunities to bring an apprenticeship program to Acton.

- Acton Restaurant Week Updates (Patricia)

11 Restaurants participate with posters at action railway station

- Oktoberfest Feedback (Patricia)

EDC hosted an informational table at the Oktoberfest event.

- SEDAP Goal Matrix Review and Action Proposals (Patricia)

See [04 SEDAP 2025 MATRIX](#) for details.

A concise version of the matrix was shared, and Patricia emphasized that some of the goals are subject to changes in zoning bylaws and regulations.

- Great Rd. and South Acton (Patricia)
- Ribbon Cutting events (Oct 17)  
Magenta, Jcrew, Acton Racquet Club
- New mural planned to be installed at Goulds plaza
- Other proposals (EDC Members)

Town Meeting Warrant 2026

- Warrants impacting EDC will be discussed at future meeting.

### **III - OLD BUSINESS**

Outreach/Communication Plan (Mike/Dave)

#### **05 Business Engagement Vision and Goals**

Patricia mentioned that she received information from the state based on the EIN number, and that the data can be recompiled into a format suitable for generating a list of businesses.

- EDC Application Guidelines (Patty/ Patricia)

#### **06 EDC Application Process**

- Policies for Public Participation at EDC Meetings (Patty/ Patricia)

### **IV - MORE REGULAR BUSINESS**

ED Events (Patty/Patricia/Fran)

- Shop Small – Held from Thanksgiving, November 27, 2025 thru January 15, 2026
- Rail Trail Bike Share Halloween – October 29
- PorchFest

Instructions to join the meeting

Updates from Town of Acton Boards & Committees (Liaisons)

#### **V- Consent Items**

None.

#### **V- ACTION STEPS**

Fran will bring PorchFest content prior to the next meeting.

Mike and Patricia will finalize the survey questions.

Patricia will consult with an AB High School social studies teacher regarding student involvement in the business survey. If the school is unable to support the project, Shirley will assist in recruiting high school students.

#### **Additional material:**

Additional materials <https://doc.actonma.gov/dsweb/View/Collection-19656>

- ☐ EDC Minutes (Fri, Sep 5, 2025)
- ☐ 2026 CPA Plan
- ☐ Report to MAPC on Creative Placemaking
- ☐ EDC Application Guidelines

- ☐ SEDAP Goal Matrix Review
- ☐ EDC Business Owner Engagement Plan
- ☐ Policies for Public Participation at EDC Meetings

**Next meeting is Nov 7, 2025 at 10:30**

The meeting was adjourned at 12:05 PM.

For more information about the Economic Development Committee, please send email to [EDC@actonma.gov](mailto:EDC@actonma.gov)