

Economic Development Committee
Town of Dunstable
Town Hall, 511 Main Street
Dunstable, MA 01827

Meeting Minutes – February 28, 2024

Call to Order

The Economic Development Committee (hereafter referred to as EDC) meeting was called to order at 6:37 p.m. by Jeff Rosen. The following were in attendance:

Economic Development Committee Members Present

Kate McNutt
Jeff Rosen
Kathy Sniezek
Nasim Tourigny
Daniel Tully

Others

Jason Silva, Town Administrator

Review of Community Purpose

- Jason Silva reviewed the purpose of the committee. A discussion was had regarding the history of the Master Plan and goals for the committee.
- Jeff Rosen suggested to Jason Silva that a timeline for the EDC recommendations be put together to be coordinated with other boards/committees in town.

Open Meeting Law reminders

- Jason Silva reviewed the Open Meeting Law requirements to the EDC.

Initial discussion about and consideration of Officers

- Motion to approve Jeff Rosen as Chair of the EDC
 - Dan Tully, 2nd – Kathy Sniezek
 - Vote: Unanimous - Approved.
- Motion to approve Kathy Sniezek as keeper of the meeting minutes of the EDC-
 - Dan Tully, 2nd – Jeff Rosen
 - Vote: Unanimous - Approved.
- Motion to approve expense:
 - Jeff, 2nd – David
 - Vote: Unanimous - Approved.

Open discussion

- EDC interaction with other boards and committees.
 - The EDC will appoint but has not at this time, a member to the Master Plan Implementation Committee.
 - The EDC would like to establish a Committee Chair Working Group in town. This would involve the Chairs of different Committees and Groups to better facilitate communication and actions across the town volunteers. Currently communication is rather disjointed between the groups in town.
- EDC members to review and read the Master Plan and items provided by Jason Silva.

Open discussion (continued)

- EDC members discussed conducting a SWOT (strengths/weaknesses/opportunities/threats) analysis for actions recommended by the EDC.
- EDC members discussed but did not confirm details of engaging two-way communication with the community.
- Recommendation categorization: the EDC has developed a draft framework to categorize future recommendations. This includes:
 - Locations for Economic Development in Town (both specific and general areas)
 - Specific Types of Business (both transient/festival types and permanent/fixed businesses)
 - Planning and Zoning (review challenges with developers and realtors as well)
 - Marketing and Communications (advertising to businesses)
 - Funding Opportunities (local, state, federal, agricultural/USDA, environmental/cultural)
 - Interaction with Existing Businesses and Groups

Discuss meeting schedule & next meeting

- The EDC has scheduled its next meeting for 3/13/24 @ 6:30 p.m.

Other business

- None at this time

Adjourn

Based on a motion made by Jeff Rosen and seconded by Dan Tully, the meeting adjourned at 8:21 p.m.