



TOWN OF TEWKSBURY ECONOMIC DEVELOPMENT COMMITTEE

Meeting Minutes September 9, 2014

The meeting was called to order at 6:12 p.m. by David Plunkett, Chairman, at the Pike House (temporary Town Hall). Present were Mike Monahan, Patricia Lelos, and Bruce Panilaitis. Also in attendance was Steve Sadwick, Director of Community Development, Richard Montuori, Town Manager, and Jay Donovan of Northern Middlesex Council of Government (NMCOG).

Brian Linder, Larry Sanford, and Marko Duffy were not in attendance.

1) Approval of Meeting Minutes – August 4, 2014

MOTION: Mr. Panilaitis made the motion to approve the August 4, 2014 meeting minutes; seconded by Ms. Lelos and the motion carried 4-0.

2) Route 38 Open for Business Initiative – General Discussion

a. Lowell Five Proposal

Mr. Sadwick explained that discussions have occurred with Lowell Five, Salem Five, Enterprise, and Sage banks to determine a way to host an event to market Route 38. Lowell Five has been proactive and has given the Committee a format to work with. They are proposing coffee with a light breakfast and speakers to discuss permitting and programs. An update from the EDC will be provided and Mr. Montuori will discuss the state of the town on the business front. In addition, they would like to bring in a representative from the Small Business Assistance Center to discuss their programs as well as a local attorney or a CPA. Mr. Sadwick noted that the Committee has hosted breakfast events in the past; however, this event would be targeted towards Route 38.

Discussion took place on locations for the event(s) and whether they would be held at the banks or a neutral location. Mr. Panilaitis suggested bringing all the banks in on the same night at a neutral location. Mr. Montuori noted that rather than bringing in an attorney or CPA, he would prefer to bring in all of the banks on one night and allow them each a certain amount of time to discuss what they offer. Future

workshops can be scheduled if the event proves to be successful. A follow up workshop on marketing could also possibly be held.

Ms. Lelos suggested also including Eastern Bank. Mr. Montuori will follow up with this.

b. Lowell Sun Proposal

Mr. Montuori explained that The Lowell Sun would like to put an insert in its newspaper with some of the initiatives the Committee has been discussing for improving Route 38. Mr. Montuori provided examples of previous inserts that The Lowell Sun has done. The insert will be about Route 38 and the town's push to improve businesses, upgrade the infrastructure, attract businesses, etc. Mr. Montuori suggested hosting the event after the insert runs in the newspaper.

Discussion took place on when the event will be held. It was the consensus to aim for the middle of November. Mr. Panilaitis discussed having a registration process so that attendance can be determined and suggested putting something on the town website to allow for people to register. Mr. Montuori noted that the town also has a Facebook page.

3) NMCOG Contracts for Economic Development

a. Economic Development Self Assessment Tool

Mr. Sadwick noted that a date has been set for October 9, 2014 at 9:00 a.m. to review the results of the self-assessment; invitations will be sent out. Mr. Sadwick expects to have a copy of assessment prior to the meeting to allow for review.

b. Inventory and Website

Mr. Donovan explained that NMCOG has been working with Mr. Sadwick to identify commercial and industrial sites and to determine their status. Mr. Donovan explained that NMCOG has offered to contact the owners of the properties to obtain updated information. Mr. Donovan provided a list of sites that has been put together by Mr. Sadwick.

Mr. Donovan explained that Mr. Sadwick also had information on retail locations along Route 38 and suggested this also be focused on and tied into the Route 38 Initiative. Mr. Donovan noted that NMCOG is also in the process of redesigning their website and they would like to identify available sites by town and link it to the town's website. Mr. Montuori suggested vacant parcels also be included. Mr. Donovan will follow up with the locations on the list to obtain updated contact information.

Mr. Donovan explained that NMCOC is also helping with the economic development portion of the Master Plan and will be seeking the EDC's input on this section. Mr. Donovan noted that a lot of the data is in place and they are awaiting the results from the self-assessment.

Mr. Plunkett requested a plan be done showing just the overlay districts.

4) Update on development activity

265 Main Street – Mr. Sadwick explained that there was a staff level meeting in August and they will be coming in for an informal and departmental review. This property is located across from Walmart and they are proposing a Cumberland Farms using the traffic light at Walmart.

558 Clark Road – Mr. Montuori explained that a water filtration company has signed a 7 year lease for this facility for office assembly and distribution.

1 Radcliff Road – Mr. Sadwick explained that the building at this location is a 135,000 square foot office building; however, the parking does not currently meet what the property owners believe to be industry standards. There is land to expand into; however, there have been issues with wetlands in the area.

Mr. Sadwick noted that he and Mr. Montuori also met with the Greater Lowell Chamber of Commerce in August. Mr. Montuori explained that the Greater Lowell Chamber of Commerce stated that they are willing to participate in any event the town hosts.

Old Business

There was no old business.

New Business

There was no new business.

Adjourn.

MOTION: Mr. Panilaitis made the motion to adjourn at 6:56 p.m.; seconded by Mr. Monahan and the motion carried 4-0.

Approved: 10/29/14

No documents submitted for 9/9/14 Agenda