



**TOWN OF WESTFORD  
ECONOMIC DEVELOPMENT COMMITTEE**

TOWN HALL  
55 Main Street  
WESTFORD, MA 01886  
Telephone (978) 692-5501 Fax (978) 399-2557

Meeting Agenda  
Economic Development Committee  
Thursday, February 18, 2016 at 8:15AM  
Town Hall, Main Conference Room, 2<sup>nd</sup> Floor  
55 Main Street, Westford

- I. Call to Order/Announcements
- II. Approval of Minutes of 12/17/15 EDC Meeting
- III. Administrative Items
  - a. February EDC meeting to be chaired by Ron Caterino
  - b. Patti Mason designated as liaison from WBA. Invite Patti to March and future meetings.
  - c. Minutes for this meeting to be taken by Andrew Stern
  - d. Acting Chair for March will be Bill Nussbum
- IV. 12 North Main Street Task Force Update (Eli Demetri)
- V. Business Smart Workshop – April 16, 2016
  - a. Westford Job Seekers is planning a workshop for entrepreneurs
  - b. Discusses how to turn a good idea or passion into a business
  - c. EDC will participate with a 15 – 20 minute presentation. Permitting Process/assistance available?
  - d. Why start a business in Westford? Support from WBA and Westford Town staff!
- VI. 2016 EDC Work Plan
  - a. Any comments or input from Board of Selectmen?
  - b. Review for next steps
- VII. Town of Westford marketing presentation (Heather Maietta/Tom Barry/Bill Nussbum)
  - a. Current presentation posted on EDC website
  - b. Review updated presentation for corrections or changes
  - c. Discuss target audience, distribution and methods
- VIII. Cross Town Connect Update (Chris Kluchman)
- IX. New Business
- X. Comments, Discussion, Action Items, **Adjourn (by 9:45am)**