



**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, May 17, 2018 at 8:15 A.M.
Westford Town Hall
2nd Floor Main Conference Room

- I. Call to Order/Announcements
- II. Approval of Minutes of 4/19/18 EDC Meeting
- III. Administrative Items
 - a. Minutes for this meeting to be taken by Christina Sacco
 - b. Recognize awarding of the Volunteerism Award
 - c. Thoughts on publishing a new Westford Brochure in 2019
- IV. 8:15 – 8:25 a.m. Discuss “What’s Happening in Westford” event
 - a. Held May 11, 2018 at 8:30 am to 10:00 am
 - b. Hosted by Middlesex 3 and Netscout, 310 Littleton Road, Westford, MA 01886
 - c. Recorded by Westford Cat and available for viewing online
- V. 8:25 – 8:45 a.m. Discuss DLTA XI project with Jay Donovan, NMCOG, to clarify what can be done to assist the Economic Development Committee. (Tom Barry)
- VI. Strategic Planning Retreat to be held at Kimball Farm on June 21st from 5:00 to 8:00 pm
 - a. Topics include: A) School Safety and B) Use of new Center Building
 - b. EDC will have an informational booth display both before and after the main topics
 - c. Will need EDC members to set up and monitor the booth? Volunteers?
- VII. Update of the activities of the “FY19 Tax Classification Research Group (Ron Caterino)
- VIII. Westford Business Association Update (Patti Mason)
- IX. 12 North Main Street Task Force Update
- X. New Business
 - a. Discuss cancelling July EDC meeting due to planned absences
- XI. Comments, Discussion, Action Items, **Adjourn (by 9:45 a.m.)**