

**Minutes of Maynard Economic Development Committee (EDC) Meeting July 25, 2019
Maynard Town Building 8 AM.**

Members Present: Will Doyle, Ron Calabria, Lynda Thayer, Bill Nemser, Roz Greenstein, Sarah Cressy, Dick Downey, Megan Zammuto, Karen Freker/Jamie Lance (Kate Hogan), Jamie Eycleshymer. Absent: Jack MacKeen

Guests: Armand Diarbekirian, Jim Fulton

Dick opened the meeting at 8:05.

Minutes: From July 11 meeting. Motion to approve – Ron, Second Bill, unanimous approval.

Review of action items:

Discover Maynard. Will to send out presentation material. – complete.

ACTION: Will to provide program requirements to ID what participating business would need to do for inclusion.

Sign vendor continues to have issues. Dick reported new vendor may need to be considered.

Bike racks - DPW issue with height of racks – might be a plow issue.

ACTION: Dick to suggest to DPW to install markers similar to hydrants for snow plow visibility and to move project forward.

Benches in Town are not in good condition. Possible to update for 150th celebration.

ACTION: Lynda to look into donation by 150th committee. Possible BEEP grant but would need required BEEP paperwork to be completed. Question raised on possibility to obtain sponsors

Gruber Bros. condition. Suggestion by Armand that renderings of future building could replace or cover windows.

ACTION: Armand to reach out to owner.

ACTION: Lynda to reach out to DPW about possibility of re painting existing Town signs.

Downtown tree replacement. Bill reported there are 11 needing replacement. There are commitments by proposed downtown projects to replace 9.

Ideas on tracking EDC Initiatives and Ownership. Bill provided template with existing items. It was suggested to Bill to add % complete, estimated completion date, and status to template.

ACTION: Dick asked each project owner to send a project update via email to include the new suggested info to Bill by 5pm the Tuesday before the EDC Thursday meeting week.

Discover Maynard – No date for completion as yet. Will described his views on what the site will be. Under consideration:

- 3 levels of data
- Events going on
- Detail level which needs a sponsor
- 90 pages versus current 5 pages

Megan reports photos are being readied to go to Beacon to provide updated images.

ACTION: Megan will provide a follow up for the next meeting. Reviewing Marlboro for ideas.

Minimum Maintenance by-law: Dick Downey reported on Minimum Maintenance “final draft”. Being sent out for comments for feedback from interested parties and legal review. Feedback due by August 18, draft to Becky by August 22 with final draft due by 9-1-2019 For the STM.

Jim Fulton commented that it is important that for any waivers the Town grants it should be required that the property owner have insurance coverage so that the town is protected from liability should anyone be injured as a result of issues with the waived property.

ACTION: Dick to ask legal counsel about Town’s liability.

Economic Development Plan: Roz reported that the EDC Plan subcommittee is meeting every two weeks, is making progress but still forming/ grounding.

Banners: Bill Nemser proposed a marker to partially pay for the banner project - \$6,000 as a BEEP – to then ask Eversource to donate and install utility poles. Ron asked about the status of funds available to EDC and how we would evaluate expenditures for banner project vs bench rehab the proposed Town sign at the fire station site etc.

ACTION: Megan agreed to present a funds status at the next meeting.

It was stated that the normal BEEP application would be required and Lynda asked that a proposed banner policy be presented at the next/future meeting.

ACTION: Jack to include Banner project on agenda of a future meeting.

Maintenance audit letter draft: Bill provided a draft of a proposed letter to be sent to distressed property owners from EDC. The discussion did not result in a decision but various concerns were expressed and a request was made for a process description to list at what point in the property maintenance process such a letter would be generated and who would actually “sign” the letters. Roz questioned if such letters should come from EDC. Will asked if BOS should author letters. Megan stated that the Office of Municipal Services was working on different process improvements that she will report on in the future.

ACTION: At the next meeting Bill is to describe a proposed process and change the draft letter to remove the “audit” language.

ACTION: Megan to report on Process Improvements in OMS

Other:

Dick reported that three kiosks are installed with the 4th to be installed the week of July 29.

Megan stated she is working on an updated job description for the EDC support resource.

Dick brought up that we need a way to educate new EDC members and memorialize decisions and policies.

Roz stated that we should have further discussions on how better to track action items and previous discussions and decisions. Roz presented a sample agenda that can be also be used to record the minutes for rapid turnaround for people to use to start their actions items.

ACTION: Jack to include subject for discussion at a future meeting.

Meeting closed at 9:30.

Bill Nemser seconded motion to close.

Respectfully submitted

Ron Calabria