

**ECONOMIC DEVELOPMENT COMMITTEE**  
**Monday, June 10, 2024 @ 6:00 pm**  
**Cordaville Hall Senior Center | 9 Cordaville Road, Southborough, MA 01772**

**DRAFT MEETING MINUTES**

**1. Call to Order**

Chair RA called the meeting to order at 6:04 pm.

**EDC present:** Rob Anderson (RA), Khoi Nguyen (KN), Michael Moorehead (MM), Michael Nordstrom (MN), Karen Anglim (KA)

**Town/Contract Staff present:** EDC Coordinator Leah Emerson (LE), Consultant Claire Reynolds (CR)

**Attendees present:** None.

**2. Reports**

**a. Chair**

**EDC term end** | Rob Anderson (RA) addressed the end of his EDC term, having served on the committee since 2017, and announced that it would be he and Michael Moorehead's (MM) last EDC meeting. RA saw potential in the EDC and felt that with new leadership and continued effort, he hoped that the EDC would further their work for the Town's benefit.

**b. EDC Coordinator**

**Planetizen-CPTC Training Resources** | Leah Emerson (LE) reported that the EDC would purchase seventeen (17) annual [Planetizen subscriptions](#) for \$2982 under the FY24 EDC budget, coming in under the \$3k not-to-exceed amount approved by the EDC at their 5/22/24 Zoom meeting. This includes six (6) subscriptions for the EDC, seven (7) subscriptions for the Planning Board (PB) and Planning staff, with the remainder available to the Zoning Board of Appeals (ZBA) and their staff, and / or Town Administration, as needed.

LE clarified that the Citizen Planner Training Collaborative (CPTC) needs a 4-6 week lead time to prepare specialized topical training, therefore the EDC would be unable to cover CPTC training under their FY24 budget. However, she said that the EDC could pursue training with CPTC during the FY25 budget year if the EDC, the Planning Board and/or other boards/committees are interested. The charge for CPTC topical training is \$400-500 per group session, online or in-person.

**MERC annual conference** | LE summarized the Metrowest Economic Research Center (MERC) at Framingham State's annual meeting that she and former EDC members Claire Reynolds and Chris Robbins attended on 5/30/24. LE invited other Southborough boards, including SHOPC, the Planning Board, Select Board, and Town staff to attend, but unfortunately no others were in attendance except those mentioned. The [focus of the annual meeting was on housing](#), and lack thereof, with State Housing Secretary Ed Augustus and Lieutenant Governor Kim Driscoll giving addresses, as well as panelists Amy Dain (Dain Research), Geoff Homoliski (Executive Vice President and Chief Lending Officer, Middlesex Savings Bank), Debbie Maruca Hoak (Executive Director, Habitat for Humanity MW/Greater Worcester), and Peter Matchak (Director of Planning, Town of Ashland), moderated by Jason Palitsch (Executive Director, 495-Metrowest Partnership). LE planned to follow-up with MERC to discuss updating metrics on Southborough's economy.

**MAPC legislative breakfast Friday 6/14/24 in Marlborough** | LE extended an invitation to EDC members to attend a legislative breakfast being hosted at the Marlborough Library by the regional extension, Metrowest Regional Collaborative (MWRC), of Southborough's regional planning agency, Metropolitan Area Planning Council (MAPC),

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being held that upcoming Friday. Area legislators, planning and economic development professionals from neighboring towns would also be in attendance, in case EDC members were interested in meeting and networking.

**One Stop grant app submission 6/5/24** | LE provided a copy of the [One Stop grant application](#) that was submitted for FY25, specifically a MA Downtown Initiative proposal for wayfinding in the Downtown District in preparation for Southborough's 2027 Tricentennial. CR and RA furthered the discussion about an FY26 One Stop application for a Route 9 corridor study and zoning analysis for the following cycle, which they were disappointed not to have submitted for the FY25 round per the Select Board and Town Administration. The Select Board wanted to allow for the Planning Board's active participation and involvement after MBTA Communities 3A compliance is addressed by the end of the calendar year. In the meantime, CR, acting as a consultant to the EDC, prepared a draft One Stop application for a Route 9 corridor analysis and zoning review as a basis for next year's One Stop grant application submission.

**Draft EDC tracker** | LE indicated that she was drafting an EDC tracker to satisfy MN's request from their 5/15/24 EDC meeting.

## c. Members

**Karen Anglim** | KA shared info re: her next blood drive on Thurs 7/11/24 from 12-6:30 pm at Southborough Library. KA sponsors blood drives every 8-9 weeks at the Southborough Library.

## Discussions

**Trottier Civics Student Draft Letter of Response – Review & Approval** | LE shared a [draft letter](#) for the EDC's review and approval to follow-up Trottier 8th grade civics student request for a future EDC-sponsored job fair. The EDC's reduced committee size and PT coordinator hours doesn't afford the capacity to fulfill this request, however LE provided alternative suggestions for the student project team and future Trottier civics students to consider.

**Remaining EDC FY24 budget funds** | CR discussed the grant match and LE assured both her and the EDC that they have the funds available under 'other contracted services' in the EDC's remaining FY24 budget. CR, as project manager to the 2022 Executive Office of Energy and Environmental Affairs (EOEEA) grant to assess wastewater options, contracted Lombardo Associates and Weston & Sampson to address wastewater needs and capacity along Route 9 as well as for downtown.

**Farewell to Rob Anderson and Michael Moorehead** | LE then thanked Chair RA, having served on the EDC from 2018-2024, and MM, who served on the EDC from 2019 - 2024, for their advocacy and commitment to furthering the EDC's mission to forward economic development at the local level. She reminded the EDC that this would be RA and MM's last EDC meeting before their terms expired on 6/30/24.

## 4. Public Comment

None.

## 5. Administrative

- A. March and May 2024 draft meeting minutes tabled to following meeting.
- B. Next meeting TBD via Google Forms survey.

## 6. Adjourn

**MOTION:** MM moved to adjourn the meeting at 6:57 pm, and seconded by RA.  
M Moorehead-Aye, M Nordstrom-Aye, K Nguyen-Aye, R Anderson-Aye (4-0-0)