

Town of Lunenburg
Economic Development Committee
July 25, 2024

Ritter Memorial Building
960 Massachusetts Ave.
Lunenburg, MA 01462

Present Members: Chair Cathy Clark, Master Plan Steering Committee Representative Joeci Gilchrest, Agriculture Commission Representative Maryrae Holman, Open Space Representative Ana Lockwood, Select Board Representative Amanda Moore

Absent Members: Member Jeanne Dupre, Planning Board Representative Glenn McLeod

I. CALL TO ORDER

The meeting opened at 6:00 PM.

II. APPROVAL OF MINUTES

There was a motion to approve the June 27th minutes by Joeci Gilchrest, seconded by Ana Lockwood. Roll call vote. Joeci Gilchrest aye, Cathy Clark aye, Maryrae Holman aye, Ana Lockwood aye.

III. REORGANIZE

Joeci Gilchrest says there have been a lot of missed meetings and would like to see that decrease. Cathy Clark states we all have schedules, but this needs to be a priority.

Ana Lockwood volunteers to be the Clerk and run meetings. Joeci Gilchrest agrees and is more comfortable with Ana Lockwood handling the tasks and abiding by the town of Lunenburg rules and procedures.

Joeci Gilchrest is able to offer more of an advisory role and is happy to help in any way. Joeci Gilchrest questions what the responsibilities are for the vice chair position. Cathy Clark states the role includes starting meetings if the chair is unavailable and general participation.

Maryrae Holman nominates Cathy Clark for Chair, Maryrae Holman for Vice Chair and Ana Lockwood as Clerk.

There was a motion by Joeci Gilchrest to nominate Cathy Clark as Chair, Maryrae as Vice Chair, Ana Lockwood as Clerk, seconded by Ana

Lockwood. Roll call vote. Joeci Gilchrest aye, Cathy Clark aye, Maryrae Holman aye, Ana Lockwood aye.

IV. PLANNING BOARD MEETING DISCUSSION

Cathy Clark is concerned that there may not be a quorum for the Planning Board meeting. Ana Lockwood confirms members can attend and if there is a quorum the meeting can be opened and then closed. If there is no quorum whoever attends can be a part of the conversation

The Planning Board meets bi-weekly on Mondays. The anticipated time frame for the Planning Board meeting is in August but Cathy Clark will follow up to get a date.

V. MEET & GREET DISCUSSION

Joeci Gilchrest sent an invitation to all members and included the correct language to describe meet and greet.

- Joeci Gilchrest states the next main priority is to approach local businesses for monetary food and drink sponsorships.
 - o Joeci Gilchrest creates a monetary goal of \$1,500. Ana Lockwood suggests emailing the Select Board to see if there is any budget as this Committee is part of the Planning Board. Joeci Gilchrest states they do have a budget but there wasn't an itemized section that encompassed this event. Within the budget there is an opportunity to obtain office supplies and print flyers and banners. Ana Lockwood suggests the Committee reach out to the Town to see if/what can be covered.

Additional tasks to be completed include:

- Distributing event flyer
- Estimated food costs
- DJ or live music
- Popup tables and chairs
- Creating sign in sheets
- Purchase name tags
- Volunteers to direct traffic

Maryrae Holman previously paid for and booked a DJ and a port-a-potty. Maryrae Holman still has all the tablecloths she purchased last year to contribute.

Joeci Gilchrest will send an email with everyone's assigned tasks and create a Facebook event. Additionally, Joeci Gilchrest will contact IT to see if there is a way to set up a system to send reservations and receive responses.

VI. PUBLIC COMMENT

There were no comments from the public.

VII. MEMBER UPDATES/COMMENTS

Joeci Gilchrest is currently working on getting Norton and Hudson's Economic Development Committee to come in and do a presentation for the Committee.

Cathy Clark states the biggest issue is to make a more streamlined process for the new businesses to open in town.

Ana Lockwood suggests after the meet and greet the Committee pick an area to focus on to create more streamlined process until we get success.

Cathy Clark knows someone who may be interested in being an ex-officio member of the Committee. Cathy Clark will follow up and inquire.

Ana Lockwood thanks Amanda Moore for being a representative.

VIII. ADJOURN

There was a motion to adjourn by Joeci Gilchrest, seconded by Ana Lockwood. Roll call vote. Joeci Gilchrest aye, Cathy Clark aye, Maryrae Holman aye, Ana Lockwood aye.

The meeting closed at 7:11 PM