



TOWN OF TEWKSBURY

ECONOMIC DEVELOPMENT COMMITTEE

1009 Main Street
Tewksbury, MA 01876

Meeting Minutes March 2, 2022

The meeting was called to order by James Mackey, at 6:12 p.m. in the First Floor Meeting Room of Town Hall. Present were Patricia Lelos, Jennifer Balch-Kenney, Danielle Corsino, Timothy Swett, and Community/Economic Development Planner, Alexandra Lowder.

Stephen Johnson, Julio Morais, Arthur Costa and Arthur Ford were not in attendance.

1) **Committee Reorganization**

Mr. Mackey asked as the first agenda item if anyone had nominations for committee officers. The Committee felt that since many of them were meeting in person for the first time, it would be best for each member to introduce themselves so everyone can get to know one another better.

Mr. Swett introduced himself as a resident of Tewksbury who works at Raytheon primarily remotely. He works in information technology and joined the committee to get more involved in town events after seeing a neighbor join another committee.

Ms. Corsino introduced herself as a recent return to town after growing up in Tewksbury and moving away for a little while. She also works for Raytheon in management. She moved back to town to raise her family here and was interested the town's economic development efforts.

Ms. Lelos introduced herself as a veteran member of the committee having been a member since its inception. She works for Lowell Five Cent Savings Bank in Tewksbury. She explained that a lot of the committee efforts early on were about surveying Route 38 for available space, business retention, and networking.

Ms. Balch-Kenney introduced herself as a resident of Tewksbury who owns her own comic book business, but is also in the commercial real estate business. She is the chair of the Open Space and Recreation Plan Committee as well as co-Chair of the Beautification Committee. Like Ms. Corsino, she mentioned being interested in the town's economic development efforts and so joined the committee during the pandemic, noting that this was her first in-person meeting with this committee.

Mr. Mackey explained that he is the Select Board representative for the committee and will serve as Chair until the committee reorganizes. He discussed his interest in economic development during his board campaign, and it was something he discussed with the Town Manager soon after being elected. He said that he is here for the committee and is eager to hear their ideas.

Ms. Lowder introduced herself as the Community/Economic Development Planner for the Town. She has been working for the Town since 2019 and was involved in committees before that. She is new to the planner position but had advocated for economic development to be part of her daily job as she saw it as a need which residents were eager to address.

Following introductions, it was deemed prudent to further delay officer nominations until we had either heard back from the members not present or everyone was attending the next meeting.

2) Updates to Economic Development Efforts Within Town Hall

Ms. Lowder went over the progress she has made since taking on the Community/Economic Development Planner position. These efforts include being part of the town's website makeover including a proposed Economic Development webpage, reaching out to local real estate brokers and property managers and creating new reference literature for businesses.

Ideas for improving the documents were put forth by Ms. Corsino and include putting links in the business guide, maps with allowed uses at certain addresses, hyperlinks throughout any documents provided for permitting, and flowcharts.

3) Future Plans

Mr. Mackey asked the members what they would like to see this committee focus on and what their efforts should be going forward, including frequency of meetings. Mr. Swett called the committee mission statement to everyone's attention and said they can operate within an interpretation of the current mission or draft a new one. Ms. Corsino stated that she thought monthly meetings might be helpful as the committee gets reestablished then perhaps move to quarterly updates. She also said that the committee should think about what kind of feedback it can offer to other boards and commissions.

Ms. Lelos noted that, in the past, business liaison breakfast events were always great and would like to look into hosting similar events in the future. She also stated that the committee should be the voice of businesses and residents alike. Ms. Balch-Kenney mentioned reaching out to the members who were not present to see if they are still interested in being on the committee.

Mr. Mackey said that he thought this committee could serve to fill any gaps between the Wilmington/Tewksbury Chamber of Commerce and staff efforts. He also noted that this committee should make efforts to advise and support Ms. Lowder's efforts.

4) Old Business

There was no old business.

5) New Business

Ms. Lelos mentioned that the Town's "taste of" event will be at the Tewksbury Country Club on Thursday, May 12. If people would like more information, they can reach out to her.

Adjournment

MOTION: Mr. Swett made the motion to adjourn at 8:05 p.m.; seconded by Ms. Corsino and the motion carried 5-0.

Approved: April 6, 2022 as submitted