

Meeting Minutes – Economic Development Advisory Committee
Northfield Town Hall –69 Main Street, Northfield MA

Meeting held August 2, 2023– 5:30pm, First Floor Conference Room

Members present:

Nohham Cachat-Schilling, Virginia (Jinx) Hastings, Sarah Kerns, Steve Stoia, Robin van der Maat

Also present: Mallory Sullivan, Town grant coordinator

1. **Administrative items-** Meetings will be in first floor conference room from now on, all members are confirmed as sworn in
 - **Review and approval of minutes-** postponed. Committee agrees that in the future, minutes will be available at least 48hrs ahead of meeting for review.
 - **Speaking Protocol** - request for uninterrupted speaking time in every meeting. Committee agrees to have dedicated individual updates in addition to group discussion.
 - **Verifying accuracy of messages** - discussion regarding some of the language in the planned survey like “non-polluting industry” which may misrepresent the facts. Survey must be careful in this regard.
 - **Point of contact** - Discussion of member contact preferences with regard to specialty areas, noting that the point of contact for a committee is generally the chair.
 - **Liaison** - clarification that Mallory, not being a registered voter in Northfield, is a town representative, but not a member of the committee and does not vote.

2. **Mission documents-** chair request folks review the edits and be ready to finalize this document.

3. **Communication protocol-** suggestion to use a contact record in lieu of formal contact outreach letters, since everyone has different communication styles. The goal is to assure that town-folks are not over-contacted.

4. **Planned questionnaire** -committee discussed the survey item-by-item, but did not finish due to time. Survey will be revisited next meeting.

5. **Areas of concentration updates:**

Sarah- Openspace committee both on the local and state level have great resources for ecotourism that could be useful for the town.

Mallory- needs volunteers for the parking study project

Robin- completing her initial business directory and will be ready to discuss it as a main topic next meeting

Jinx- wants to spend more time on the questionnaire, because it is essential to get it right.

Discusses inviting business guests to upcoming meetings. Committee decides to do this after Labor day when folks will be back from summer activities.

Steve- We need to consider town employers who will bring jobs to the town

Nohham- polled newcomers to Northfield in their neighborhood- about 1% of the town