

**Selectmen's Charge to Economic Development Advisory Committee (EDAC)
February 7, 2017**

Charge

The Economic Development Advisory Committee (EDAC) is being formed by the Board of Selectmen to serve in an advisory capacity and leadership role to provide recommendations about areas that impact all aspects of Economic Development: attract, retain and grow businesses (for profit and not-for-profit) and to create an opportunity for networking, resource sharing and collaboration among the Town's for-profit and not-for-profit businesses (business community).

Background

Economic Development creates opportunities for jobs, housing, transportation, and enhances quality of life for community members. The 2009 Master Plan identifies the creation of an Economic Development Committee (EDC) as a goal.

Serving in this capacity the Economic Development Advisory Committee (EDAC) will reach out to businesses, non- profits, at risk property owners and other stakeholders to understand future expansion plans, issues, concerns or constraints and create relationships early on. Having an EDAC will create a platform that will allow collaboration, shared expertise and mentorship opportunities between the business and non-profit community.

The Economic Development Advisory Committee (EDAC) appointed by the Board of Selectmen, serves in an advisory capacity and leadership role to provide recommendations about areas that impact all aspects of Economic Development. Key to EDAC efforts is to work closely with the Town's leadership and residents to retain and attract businesses and grow business and jobs in Lincoln that respects Lincoln's character and adds to the quality of local residential life by providing goods, services and amenities desired by residents, jobs and livelihoods for Lincoln residents, and tax revenue that support the town services that are important to Lincoln residents.

We envision the Town playing a key role in the formation and organization of the EDAC, with the belief that the EDAC will be most effective over time when its activities become constituency led and managed. It is possible that following the start-up phase, the EDAC may choose to reconstitute itself as a separate Association. Regardless the path and type of organization chosen, the Town will continue to support and to encourage the work of the EDAC.

Tasks

- ◆ Identify and assess economic opportunities by surveying existing and vacant space in Lincoln available and seek opportunities to support filling vacant space with businesses that add to the quality of local residential life by providing goods, services and amenities desired by residents, jobs and livelihoods for Lincoln residents, and tax revenue that support the town services;
- ◆ Conduct outreach to the not-for-profit and for profit business community and other stakeholders to understand future expansion plans, constraints or other concerns;
- ◆ Encourage networking and resource sharing;

- ◆ Highlight the business community by bringing awareness and attention to the value and quality of the business community through events, campaigns and social media;
- ◆ Identify opportunities for increased collaboration within the business community and between the business community and Town government;
- ◆ Advise town boards and committees on policies; and
- ◆ Serve as a resource and referral service regarding, local, state, and regional resources (e.g., training, grants, and technical assistance).

Membership

The Committee" (EDAC) will be established by the Board of Selectmen with a maximum of 7-9 members and 2 non-voting ex-officio members, for a 3 three year term. Initially, the terms will be staggered with 2 one year terms, 2 two year terms and 3 three year terms and will be comprised of the following:

- 4 members of Lincoln's for-profit and not-for-profit businesses; equal representation would be ideal.
- 1 Member At Large with experience in planning, retail, real-estate or business development designated by the Board of Selectmen
- 1 Planning Board or designee (preferably a member of SLPIC)
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- The Director of Planning and Land Use and Town Administrator will support the Committee as needed serving in an ex-officio capacity

The Committee shall elect its own Chair (it is recommended that 2 co-chairs one representing the not-for-profit and one representing the for-profit businesses.

Supporting Resources

Although there is no specific appropriation that has made in support of the work of the Committee, the Town's Planning and Town Administrator staff will be made available when necessary.

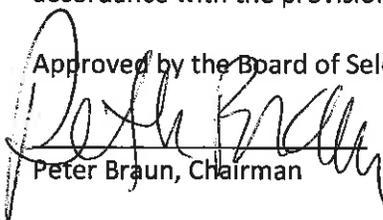
Timetable

The Selectmen intend to recruit Committee members and make appointments in February, 2017, and convene the initial meeting in March, 2017.

Open Meeting & Public Records Requirements

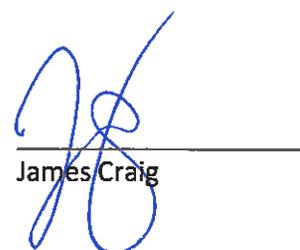
The Committee, acting as an advisory special committee to the Board of Selectmen, is subject to the requirements of the Open Meeting Law. The Committee shall conduct its affairs in an open and transparent manner, will post notice of its meetings (including an agenda), keep minutes and maintain its records in accordance with the provisions of the Open Meeting and Public Records laws.

Approved by the Board of Selectmen


Peter Braun, Chairman

Date: 2/27/17

Renel Fredriksen


James Craig