
TOWN OF NORWOOD
NORWOOD ECONOMIC DEVELOPMENT COMMITTEE
CHARTER

PURPOSE / RESPONSIBILITIES

The Norwood Economic Development Committee (hereinafter the “Committee”), is an advisory board appointed by the Town of Norwood’s Board of Selectmen (hereinafter the “Board of Selectmen”) whose mission is to foster opportunities for economic development; that help to create and retain permanent jobs within the Norwood community while maximizing tax base enhancements. Recognizing that economic development efforts can take many forms, the Committee’s primary purpose is to focus on activities that maintain or expand the commercial, industrial, and manufacturing tax base of the Town of Norwood. Construction projects that do not maintain or achieve a net increase in the commercial, industrial, and manufacturing tax base of the Town of Norwood will not be deliberated by the Committee.

The Committee will work to build relationships with local business owners, local property owners, and public/private entities, whose activities support our primary purpose. The Committee may make recommendations regarding permitting, zoning, participation in regional or statewide economic development initiatives, tax incremental financing, infrastructure improvements and other activities that it believes will foster tax base enhancements. The Committee recognizes that its role is advisory only and that final resolution of the Committee recommendations will fall within the province of the Town of Norwood’s elected or appointed officials.

COMPOSITION OF THE COMMITTEE

The Committee will consist of five appointees approved by the Board of Selectmen. Criteria for selection or replacement of Committee members is at the discretion of the Board of Selectmen but should include individuals who have some demonstrated experience, either direct or indirect; with the acquisition, development, improvement, sale of, financing of, or permitting of commercial, industrial or manufacturing properties or pertinent government experience.

Appointed members of the committee shall have a term that will be for a period of three years. Individual committee member’s terms maybe be extended by reappointment.

The Committee’s governance structure shall consist of a Chairman and Vice Chairman, who will coordinate with the Planning Director to prepare an agenda for consideration by the entire Committee.

MEETINGS

Required Number and Call

The committee shall meet at least quarterly, set meeting to be scheduled by the Chairman of the Committee in conjunction with the Planning Director and members of member. Additional meetings may be called, as required, to address issues worthy of consideration by the Committee.

Notice of Meeting

Meetings will be posted in compliance with town and state requirements.

Quorum/ Recordkeeping

A quorum shall consist of a majority of the members of the committee. Recommendations by the Committee shall require a minimum three positive votes. Members who are unable to attend a meeting may vote electronically on specific recommendations in compliance with all governing laws. A record of said votes shall be maintained by the Planning Director. Any member who has a business relationship or a family relationship with individuals looking for support for a specific project that may come before the Committee shall recuse themselves from all discussions related to said specific project and inform the other members of the Committee of the potential conflict.

Minutes

Planning Director shall prepare minutes of all committee meetings, review the minutes with the Chairman of the Committee, and provide the minutes to all committee members before the next committee meeting.