Town of Farmington
Economic Development Committee Meeting
Tuesday, August 11, 2015

**Committee Members Present:**Ann Titus, Chairman
Elaine Aylard
Resta Detwiler
Denise Roy-Palmer
Martin Laferte, Planning Board Rep.
Charlie King, Selectmen’s Rep.

**Committee Members Absent:**Bill Tsiros, excused
Jodi Connolly

**1). Call to Order/Pledge of Allegiance:**Chairman Titus called the meeting to order at 6:10 p.m. All present stood for the Pledge of Allegiance.

 **2) Review of Minutes:***May 28, 2015-*
**Motion:** (Aylard, second Detwiler) to approve the minutes as written passed 4-0-2 (King, Laferte abstained).
*June 9, 2015-*
**Motion:** (Detwiler, second Aylard) to approve the minutes as written passed 4-0-2 (King, Laferte abstained).
*July 14, 2015-***Motion:** (Detwiler, second Roy-Palmer) to approve the minutes as written passed 6-0.

**3). Moose Mountain Regional Update:**
Member Roy-Palmer reported the group’s next meeting will be held in September but the time and place has yet to be determined.

**4). Marketing Folder:**
*Cover Letter*- Members reviewed the cover letter to be included in the marketing folder developed by Elaine Aylard. No changes were made to the first and second paragraph, but members suggested the words “on the left side” be stricken and replaced with “enclosed” and the words “/ERZ downtown and on Route 11” be stricken and replaced with “and TIF Districts” in the third paragraph. The e-mail address for the Selectmen’s Secretary should be corrected to read farmingtonselectmansecretary@metrocast.net.
**Motion:** (King, second Roy-Palmer) to approve the letter as amended passed 6-0.

**5). Update on TIF District:**Charlie King told the board that the Selectmen have contracted with the Strafford Regional Planning Commission(SRPC) to provide planning services to the town. Regional Planner Liz Durfee will be providing office hours, attendance at Planning Board meetings and assistance with the TIF District management plan he said. He added that properties in the districts are available now to interested business owners and explained that revenue from taxes on those properties will fund the bond needed for the sewer line extension so there would be no impact on the tax rate.
King also told the committee that Selectmen have chosen the town-owned land on Route 153 across from the country club as the site for the proposed Public Safety Building. Groen Builders are assisting with the pre-construction design and development work and the board plans to bring the proposal to Town Meeting in March 2016 he said.
Resta Detwiler noted that the SRPC is also assisting with the Aquifer Update plan and has formed a committee consisting of property owners in the aquifer area and representatives of the town. Once the work is completed the protection plan will be presented to voters at Town Meeting she said.
Martin Laferte added that the committee will work on obtaining a state grant for the update, changing zoning to reflect the update and getting the information out to the public.

**6). Old Business:***A). Sign Update*- Charlie King said he presented the committee’s request for Selectmen’s approval to spend $295 to correct the Sarah Greenfield Business Park sign to the board. He said he was not familiar with all of the details about the issue and failed to gain their approval. Chairman Titus said the sign company is at fault for the mistake and the committee should not have to pay for the correction. He suggested Chairman Titus attend a Selectmen’s meeting and make the case to the board.
*B). Committee Vacancies*- Chairman Titus reported that she has advertised for volunteers to fill the open positions on the committee. She said someone indicated they may be interested in becoming a member but has not gotten back to her regarding her decision.
*C). Business Cards*- Chairman Titus presented the new business cards to the committee for review. Members indicated they were pleased with the design and content of the cards. The cards contain contact information for the town and will be included in the marketing folders and made available to interested business owners/developers.
*D). By-Laws/Attendance Letter Review*-Members recently began looking at ways to address attendance issues and updates to the by-laws after having difficulty achieving a quorum at some meetings. Denise Roy-Palmer presented an example of the expected role and responsibilities of committee members to the members for their review. Members suggested the following changes; change “Directors” to “Members”, add the word “meeting” after “Attend monthly Committee…” and change the third Tuesday of the month to the fourth Tuesday of the month as the alternate meeting date. Members suggested the document be given to committee member applicants when they apply to join the committee.
**Motion:** (Laferte, second Aylard) to approve the letter as amended passed 6-0.
Discussion also included amending the existing by-laws to include a section on attendance which would be posted on the town website.
**Motion:** (Titus, second Roy-Palmer) to draft an attendance amendment and by-laws update and present them to the Board of Selectmen for approval passed 6-0.

**7). New Business:**Chairman Titus said she was contacted by Bill Fortune who said he is interested in speaking to the committee regarding a potential start-up business. Charlie King said he has also spoken with Mr. Fortune about his idea to take waste products and turn them into a synthetic material for energy use. King said Fortune is looking for approximately 70 acres for the facility and directed him to consider the former Collins-Aikman site on Route 11. He added the process appears to be complicated and estimated it will probably cost about $10 million in start-up costs to get the project up and running. Chairman Titus said Fortune may speak to the committee at the next meeting.

**8). EDC Blast:**Chairman Titus reported that the e-mail blast sent to businesses in town following each meeting appears to be liked by the recipients. She asked members for suggestions of subjects to be included in this month’s blast. In addition to subjects covered at the meeting, suggestions included a reminder and promotion of Hay Day with the date and list of events and to continue recruiting for new members and to encourage business owners to become members.

**9). Next Meeting:** Tuesday, September 8, 2015.

**10). Adjournment:**
**Motion:** (Laferte, second Aylard) to adjourn the meeting passed 6-0 at 7 p.m.

Respectively submitted
Kathleen Magoon
Recording Secretary