

MINUTES

**HOOKSETT ECONOMIC DEVELOPMENT COMMITTEE
HOOKSETT TOWN HALL
HOOKSETT, NEW HAMPSHIRE
Wednesday, June 8, 2011**

Call to Order: Chairman C. Ahlquist called the meeting to order at 12:00 pm.

Present: Fred Bishop, John Gryval, Nick Mercier, David Scarpetti, William Sirak and Chairman Craig Ahlquist

Staff: Carol M. Granfield (Town Administrator), Jo Ann Duffy (Town Planner)

Approval of Minutes

The May 11, 2011 minutes were approved.

Town Administrator's Report

C. Granfield informed the board of the following:

- DOT will be holding a public informational meeting at the Town Hall at 7 pm tonight regarding the project to replace the culverts at 28 Bypass and making improvements in the area to eliminate the flooding. They will be going out to bid June 14th and expect to start work in October through 2012. State and Federal monies would be used for the project.
- Service Center – They are expanding both services to include gas stations. They have gone out with their proposals and the selection committee will review them in July.
- The Beautify Hooksett program is up and running again. She has been getting calls from people interested in improving public/state areas. She asked to be informed of possible areas to be considered for the program.
- The Town contracted LGC to assist with the Town Administrator search. LGC screened a total of 35 applications and came up with 10 finalists. Out of 10, 6 candidates were interviewed by two panels (Employee and Community) on Friday, June 3rd. 3 were recommended for final interviews with the Council. The Town is expecting to have a smooth transition to the new Town Administrator.

F. Bishop stated Carol has done a remarkable job and will leave a big hole when she leaves.

Master Plan- Economic Development Section

J. Duffy stated a sub-committee was formed (J. Duffy, C. Ahlquist, F. Bishop and B. Sirak) to review the comments received. Exit 11 will be included in the Economic

Development Chapter. They will continue to meet until they come up with the final form, which will then be presented to EDC for recommendation and Planning Board for adoption. The Town has a contract with SNHPC for this project.

J. Munn stated the contract needs to be amended. The contract actually ended June 30, 2010.

J. Duffy mentioned there is also a contract for the scope of work for Exit 11 study for \$10,010. She is trying to find money in her budget to pay for it. This will have to be presented to the Council at their next meeting to approve encumbrance of funds from this year's budget. She suggested for EDC to make a motion to recommend that the Council approve the encumbrance of funds.

D. Scarpetti moved to recommend to the Town Council to approve the encumbrance of funds to extend the contract with SNHPC through June 30, 2012. Motion seconded by N. Mercier.

C. Ahlquist updated the board on what the sub-committee has done so far.

Motion carried unanimously.

Ambassador's Program

F. Bishop, D. Scarpetti, N. Mercier and Police Chief Agrafiotis met with Maine Oxy. They are located at Londonderry Turnpike. They have 12 facilities in ME, NH and MA. They deal with welding supplies and CO2. They are planning on contacting the Old Home Day committee to set up paint ball exhibit on Old Home Day. They have 9 employees in Hooksett. The company is 51% owned by owner and 49% owned by employees. They are moving towards complete employees' ownership. They are also looking to expand in Hooksett. They have no interest of moving out of town and love doing business in Hooksett. A good visit overall.

Blue Ribbon Fence, a landscaping company is scheduled for June 15th. Their major client is SNHU.

J. Duffy suggested meeting with Advanced Auto. The owner is upset now that Auto Zone has opened. He wants to put signage on the roadway because he feels people do not see the businesses as they drive down Hooksett Road. He had a disagreement with the Code Enforcement Officer about the signage.

Nominating Committee

Chair Ahlquist will contact T. Barrett and report back to the board.

Sewer Commission Update

At the last meeting B. Kudrick, Superintendent stated Walmart was sizing the pipes so someone else could in. The pump station will have to be updated. J. Duffy spoke with

Sewer Commissioner Sid Baines, who stated that was not the case. Walmart is only interested on sizing for their facility.

They also looked at the possibilities of establishing a TIF District for the sewer for both Exits 10 and 11. RFP's were sent out to 5 different companies. The deadline was 12 noon today. 2 bids were received, one from CRDC for \$5,000 and the other from TF Moran for \$13,500. The two bids vary quite a bit but both have similar specifications. This will also have to go to the Council for encumbrance. It has to be submitted to the Finance Department by June 9th.

*N. Mercier moved to accept the bid from CRDC for \$5,000. Motion seconded by D. Scarpetti. **Motion carried unanimously.***

Small Group Educational Sessions with Key Town Officials

The focus is to meet with town departments and boards to familiarize them with what EDC does.

A sub-committee was formed to come up with time-line and agenda.

Bedford Business Focus Forum

Bedford's Economic Development Committee is holding a meeting at the Bedford Village Inn on June 15th at 5:30 pm. Chair Ahlquist will attend.

Town Planner Report

J. Gryval informed the board PSNH will have a new 476,000 square feet facility on Legends Drive next to the safety center, where poles, pipes and other equipment will be stored. PSNH had a first public hearing with the Planning Board and it went right through. He stated this is an example of a thoroughly planned project being approved after one presentation to the Planning Board. He added if developers make sure they comply with every item on the checklist, they wouldn't have to go back to the Planning Board for approval.

W. Sirak added PSNH are closing down several facilities, one in Bow. The Project Manager from TF Moran did a great job making the presentation. He also stated the process seem laborious and could be improved.

Discussion on possible ways to improve the approval process.

J. Duffy informed the board of the following:

- The Farm and Flower Market located on Webster Street in Manchester opened up a satellite store for the summer where Blockbusters used to be.
- The Head's Pond project is almost completed. It's been on-going for 8-10 years. In the process of coming up with the Development Agreement before the Planning Board gives their final approval. They have been meeting with Manchester Sand & Gravel legal counsel to finalize the language on the agreement. They are due to

return to the Planning Board on June 20th. They are hoping to get the final conditional approval that evening.

- The Heritage Family Credit Union is coming back to the Planning Board on June 20th to ask for some changes to their site plan. They have to cross over someone else's land to access their site. They are looking into purchasing that strip of land. They are also looking at extending the project start time-line. They are also asking for leniency on the traffic study requirements.

Summer Meeting Schedule

For the months of July and August, the board will come up with plans and put together teams and task force to handle projects.

The next meeting will be held on Wednesday, September 14, 2011.

Public Input

Todd Lizotte commented on the role of the Economic Development Committee, signage issue, TIF District,

Adjournment

The meeting adjourned.

Respectfully submitted by,

Evelyn F. Horn
Administrative Assistant