

## MINUTES

### **HOOKSETT ECONOMIC DEVELOPMENT COMMITTEE HOOKSETT TOWN HALL Wednesday, November 14, 2012**

**Call to Order:** Chair M. Mercier called the meeting to order at 4:10 pm.

**Present:** Chair Matt Mercier, Craig Ahlquist, William Gillett, John Gryval, William King, David Scarpetti

**Also Present:** John Munn-SNHPC (Southern New Hampshire Planning Commission), Steve Heavener-CRDC (Capital Regional Development Council)

#### **Jesse Marchand Resignation**

Chair Mercier informed everyone Jesse Marchand submitted his resignation.

***C. Ahlquist moved to accept the resignation. Motion seconded by W. King. Motion carried unanimously.***

#### **Committee Reconstitution**

Due to changes in the number of HEDC membership, five (5) members will now constitute a quorum.

Don Winterton of the Planning Board has expressed interest in becoming a member of the HEDC. Discussion on whether the board would like to fill the vacancies or keep it as it is. Currently, the board has nine (9) members (Craig Ahlquist, Matt Mercier, Mark Sanborn, David Scarpetti, William King, Jo Ann Duffy-Town Planner, John Gryval-Planning Board Chair, Dean Shankle-Town Administrator and Leslie Boswak-Town Council Rep.) and three (3) advisory members (Mike Reed, Nick Mercier and William Gillett).

Chair Mercier will check into how many members HEDC is allowed to have and whether there are any restrictions on appointing Mr. Winterton as a member.

Chair Mercier stated the focus of the board was narrowed down to three basic categories, (1) facilitating new businesses coming into Town, as well as new businesses thinking about coming into Town; (2) keeping existing businesses and acting as businesses' liaison to the Town and, (3) making sure that all Town Boards and departments are working towards the same goal.

#### **Planning Department Report – J. Duffy**

The Town Planner (J. Duffy) will be asked to send a report to all members.

**Ambassador Program – C. Ahlquist and D. Scarpetti**

Originally, an EDC member and a Town staff visited businesses. The board decided it won't be necessary for Town staff to come along. The board will attempt to visit 1 or 2 businesses a month and schedule group sessions for small/medium sized businesses. A second workshop with CIBOR (Commercial Investment Board of Realtors) will be scheduled in the spring.

**DRED (Department of Resources and Economic Development) Presentation**

Discussion on having Cynthia Harrington, DRED do a regional economic development presentation. A similar presentation was done a few years ago. It was suggested having an update as some of the items previously discussed are already done, i.e., development of website. Other Town boards, i.e., Planning Board, ZBA, should also be invited to the presentation.

More information will be provided.

**Master Plan EDC Chapter Discussion and Approval**

*W. King moved to approve the EDC Chapter of the Master Plan. Motion seconded by C. Ahlquist.*

C. Ahlquist suggested deleting the Appendix that contains an old working document (where the former HEDC Chair and Town Administrator were assigned action items).

J. Munn, SNHPC stated this would be changed as well as the EDAC Draft Master Plan.

*W. King amended his motion to state, to approve the EDC Chapter of the Master Plan with amendments to the EDAC Draft Master Plan. Motion seconded by C. Ahlquist. Motion carried unanimously.*

**CRDC (Capital Regional Development Council)**

S. Heavener (CRDC) introduced himself to the board. CRDC is a non-profit development corporation that provides a variety of economic development services to businesses and local governments throughout New Hampshire. They are certified by SBA to provide subordinate loans. They work directly with the lending institutions to fill the gap needed to be financed. They generate revenue through loan origination fees. They also work with communities as economic development advisors. They have a contract with the Town of Hooksett through next June to develop a TIF plan for Exit 11. They serve as a resource for the Economic Development Committee.

**CEDS (Comprehensive Economic Development Strategy) Report**

Central New Hampshire Planning Commission and Southern New Hampshire Planning Commission joined together to create CEDS to access EDA (Economic Development Administration) federal funds. EDA funding is available for infrastructure, economic development, utilities, sewer, water, etc.

J. Munn (SNHPC) informed the board the City of Manchester has been working with Economic Development Corporation (similar to CRDC) on CEDS for quite some time. They were able to acquire EDA funding to help finance the Verizon Wireless Arena.

S. Heavener explained if CNHPC and SNHPC are successful in creating CEDS, they will be able to receive funding from EDA every year for technical assistance. CRDC does not provide technical assistance or business plan due to funding shortage.

**Access Greater Manchester (Formerly Metro Center update)**

Chair M. Mercier attended the Access Greater Manchester meeting. Metro Center was renamed Access Greater Manchester. They created committees to streamline planning activities in the Greater Manchester area. Chair M. Mercier will continue to attend meetings and will report back to the board.

**Adjournment**

The meeting adjourned at 5:00 pm.

Next meeting is Wednesday, December 12, 2012.

Respectfully submitted by,

Evelyn Horn  
Administrative Assistant