

**Hooksett Economic Development Committee
Meeting Minutes
Tuesday, September 30, 2014**

Call to Order: The meeting was called to order at 4:27 pm.

Present: Don Winterton, David Scarpetti, Frank Kotowski, Matt Mercier, Ivan Gult (arrived at 4:50 pm), Jo Ann Duffy (Town Planner) and Carolyn Cronin (Assistant Town Planner)

Approval of Minutes

March 25, 2014 Meeting – D. Winterton moved to approve. Motion seconded by D. Scarpetti.

Motion carried unanimously.

Election of Chair and Vice-Chair

Tabled until the next meeting.

EDC New Members

The board welcomed new members, Muamer Durakovic (not present), Ivan Gult and Frank Kotowski.

Discussion on Mission Statement/Goals/Objectives and Future Meetings

- University of New Hampshire Cooperative Extension is offering a program called Business Retention and Expansion. The program is similar to the board's previous Ambassador Program and is designed to help communities build their capacity to support existing businesses and give them a platform for growth within the community. It focuses on helping municipal governments improve the prospects of businesses such as streamlining the permitting process, creating tax increment financing (TIF) districts, etc. Surveys with 50 questions will be sent to select 100 businesses. The results get tabulated and analyzed. A report with recommendations for the Town will be prepared. There is \$1,500 fee for the survey. They need enough board members to participate and take the survey. The program starts January/February of next year.
- Discussion with regards to setting guidelines for board members, i.e., attendance. It was suggested to have representatives from local businesses and take out the residency requirements for members.
- The Town Engineer position was advertised. Only one application has been received so far. Discussion on whether the qualifications and/or pay should be adjusted. The Town Council has not met since the position was advertised. D. Winterton will bring this up at the next Council meeting.

- Hold a welcome event for the new Engineer, when hired. Invite local business owners, as well as Hooksett Chambers' members. Have a discussion with regards to the process of setting up business in Hooksett.
- Community Profile Committee will hold a forum on Friday, November 7th, 5:30 pm until 9:00 pm and Saturday, November 8th, 8:00 am until 1:00 pm. Supper will be served on Saturday and coffee with refreshments will be served on Saturday.
- Budget Season – The board currently has \$500 in the budget. Budget requests must be submitted by October 24th.

Next meeting will be held on Tuesday, October 21st at 4 pm.

Adjournment

Meeting adjourned at 5:00 pm.

Respectfully submitted by,

Evelyn F. Horn
Administrative Assistant