

**Hooksett Economic Development Committee
Meeting Minutes
Tuesday, February 3, 2015
4:00 PM**

Call to Order: The meeting was called to order at 4:11 pm.

Present: Muamer Durakovic, Matt Mercier, David Scarpetti, Don Winterton, Carolyn Cronin (Assistant Town Planner), Jo Ann Duffy (Town Planner) and Dean E. Shankle, Jr. (Town Administrator).

Pledge of Allegiance

Approval of Minutes

November 25, 2014 Meeting – The minutes were approved as presented.

Old Business

EDC Membership

The Town Council sent a letter to Leslie Boswak with regards to her membership to EDC. The letter was returned. The Town Council decided she is no longer a member of the EDC. The board and the Town Council thank Ms. Boswak for her service.

The Planning Board Chair (David Rogers) is also a member of the EDC but could not attend tonight's meeting.

Frank Kotowski will be stepping down from the board. This creates (1) vacancy on the board.

A few individuals have expressed interests in joining the board. Interested individuals are asked to fill out an application form to submit to Administration Department for the Town Council's appointment.

UNH Business Retention & Expansion Program

J. Duffy has not heard from UNH. She will follow up on this.

New Business

HEDC Mission Statement, Goals & Objectives (Attached)

J. Duffy suggested the following changes:

- Page 1, Section A), 3. – change Board of Selectmen to Town Council.
- Page 3, Meetings, 1. – delete "of the month".

D. Winterton moved to adopt the mission statement as amended. Motion seconded by M. Mercier. Motion carried unanimously.

EDC Case Studies Questionnaire (Attached)

A list of possible questionnaire was presented to the board as well as a list of (5) small businesses and (5) large businesses.

M. Mercier asked if this could be incorporated with what UNH is doing.

J. Duffy explained that UNH is working more on business retention and expansion, whereas the case studies deal more with businesses' dealings with the Town.

Chair Durakovic stated he is looking into the possibilities of having SNHU interns work with the committee on this project. He suggested splitting the businesses amongst members.

M. Mercier – Heritage Family Credit Union and Al Terry Plumbing

D. Scarpetti – Bond Auto Parts and CMC Medical Office

D. Winterton – Bass Pro Shops, Merchant's Auto and Eversource (formerly, PSNH)

Chair Duracovic – GE and SNHU

Community Profile Final Report

The final report was presented to the board.

M. Mercier informed the board that M. Mivile (Community Profile Chair) has expressed frustrations there has been no further actions with the sub-committees which were created. Only one sub-committee has met since the report was finalized.

M. Mercier suggested for the EDC to move forward with what the Economic Development Sub-Committee has started.

He added it appears EDC will be working on 3 possible projects (UNH Business Retention & Expansion Program, Case Studies and possibly, the Community Profile Economic Development Program). He also mentioned that the only outcome from the Community Profile program was to advocate for an Economic Development position.

J. Duffy read a portion of the Community Profile Final Report which addresses Economic Development.

Brainstorming

- Aging infrastructure & non-existent public infrastructure
- Length of time for approval process; (layers of approval)
- Financing cost of projects
- Lack of Marketing & branding
- Lack of town center/small business area
- Incentives for businesses to locate in Hooksett
- Public Transportation (lack of)

- Lack of unified vision
- No political support
- Needs beautification
- Beautify/village area; create
- Lack of a strong Economic Development Committee (EDC)

Project and Solutions

- Empower Economic Development Committee function/vision/direction
 - Identify team – paid Economic Development position
- Address Infrastructure issues
 - Find ways to incentivize (T.I.F.'s)
 - Expand 79-E Program
- Examine Regulatory Process to improve delays
 - Pre-approved identified sites
 - Beautify Hooksett

D. Shankle stated the whole idea with the Community Profile process was to get ideas from people in the community and bring them back to the committees that are involved. You can decide whether you support it and bring it to the Council or not.

D. Winterton suggested inviting the Community Profile Economic Development sub-committee for a discussion with the EDC. He added he is still looking forward to having the Town Engineer (if/when hired) and Town Planner work with developers for potential new businesses. He thinks these are steps to get there.

The Community Profile Economic Development Sub-committee as well as committee Chair Marc Miville will be invited to the next meeting.

M. Mercier stated that both in the private or public sector, only when one person is responsible for the results that anything actually happens. He fully supports a self-funding Economic Development officer for the Town of Hooksett. He does not believe a committee of all volunteers is the best engine for it.

Both Chair Durakovic and D. Winterton expressed agreement with M. Mercier.

Town Planner's Update – Jo Ann Duffy

- General Electric – Last night's (February 2, 2015) Planning Board meeting was cancelled due to the snow storm. GE was on the agenda for their 55,000 SF expansion. They are scheduled to appear before the Planning Board on February 23, 2015. They are going back to the Town Council to obtain approval for the discontinuation of the roadway.
- The State is proposing to purchase a site (19+ acres) across from Cinemagic for the National Guard field maintenance facility. They went before the Governor and the Executive Council

last week for permission to purchase the property for \$750,000. The State will purchase the land and the Federal government will pay for the construction (approximately, \$10M). No one in town knew about it. They went directly to the State. They are proposing a 25,000 SF maintenance building where vehicles will be repaired. Automotive facility is allowed in the Performance Zone. The facility will be tax exempt and is not required to go through a site plan review. This is on the Planning Board agenda for February 9, 2015. The other concern is whether they will be blasting. They are required to hold a public informational meeting once the plans are finalized. At the request of the Town Council and for transparency, abutters were notified but it is not required. Community Development has already received public concerns with regards to traffic.

The next meeting will be held on Tuesday, February 24, 2015.

Adjournment

The meeting adjourned at 5:04 pm.

Respectfully submitted by,

Evelyn F. Horn
Administrative Assistant

HOOKSETT ECONOMIC DEVELOPMENT ADVISORY COMMITTEE

MISSION STATEMENT

The Hooksett Economic Development Committee's mission is to enhance the vitality of the local economy by retaining existing businesses, encouraging entrepreneurship and attracting new business to Hooksett, in support of the Town Council's effort toward the development of public policy and strategies that result in balanced and sustainable economic growth.

OFFICERS

1. **A Chairman** shall be elected annually by a majority vote of the board in the month of July. The Chairman shall preside over all meetings and hearings, appoint such committees as directed by the board.
2. **A Vice-Chairman** shall be elected annually by a majority vote of the board in the month of July. The Vice-Chairman shall preside in the absence of the Chairman and shall have the full powers of the Chairman on matters, which come before the board during the absence of the Chairman.
3. All officers shall serve for one year and shall be eligible for re-election.

A) MEMBERSHIP:

1. As established by the Town Council, the HEDAC shall consist of at least seven (7) voting members. One of the members shall be a member of and appointed by the Town Council and one shall be a member of and appointed by the Planning Board. The terms of the regular members shall be three (3) years except that the current appointments (2015) shall be staggered by the Town Council to two (2) members for three year terms, two (2) members for two year terms, and the remaining members for one (1) year terms.
2. The HEDAC may recommend to the Town Council the removal of any member having unexcused absences from either three (3) consecutive meetings, or a total of five (5) unexcused absences in any one rolling 12 month period.
3. **MEMBERSHIP REPLACEMENT:** When a vacancy occurs or when a membership term expires, the HEDAC shall notify the Board of Selectmen, who shall then proceed to fill the vacancy using the Town's Appointment Guidelines.
4. **SUBCOMMITTEES:** Subcommittees may be established by HEDAC to work on specific projects and/or initiatives and report back to the HEDAC
 - a) The Chair of the Subcommittee will be a member of HEDAC and be appointed by the HEDAC membership
 - b) Members of the Subcommittee are appointed by the HEDAC but do not have to be

members of HEDAC except for the Subcommittee Chair, and may be made up of residents non-residents of Hooksett.

c) All subcommittees must follow the requirements as outlined in NH RSA 91-A.

Staff non-voting members will include The Town Administrator, Town Planner, and the Assistant Town Planner

GOALS

- To establish and nurture supportive relationships with existing business to retain and encourage expansion within the Town of Hooksett.
- Promote growth in property valuation that generates tax revenue, which exceeds municipal costs, in order to reduce the tax burden on residents.
- Identify and pursue funding sources, on behalf of the Town, which would enable HEDAC to meet the mission and goals of this document.
- To promote the Town of Hooksett as a destination for new businesses.
- Provide support for the Town Council, planning and zoning boards projecting a welcoming and helpful image to the business and general community.
- Assist the Town Council with research and development of new business opportunities.
- Coordinate and seek out support for business development from local, state, and regional organizations such as SNHPC, DRED, and Metro Center.

OBJECTIVES

- Establish Ambassador Group to make monthly contacts with identified existing business to understand their needs and to provide assistance with retention and expansion activities.
- Develop and refine Web Site to include economic development page describing Hooksett's planning and zoning process and assistance with partners such as DRED, SNHPC, and other business development agencies.
- Maintain and update Web Site to keep it current with changing Town policy and economic conditions.
- Recommend economic development projects and opportunities to the Town Council.
- Respond to request from the Town Council regarding economic development issues and opportunities such as use of the Old Town Hall, affordable housing and related economic development issues.
- Recommend contractual relationships to complete specific economic development activities in support of the Town Planner and Administrator.

Develop with the Town Planner printed materials describing business opportunities in Hooksett along with the process for navigating the planning and zoning process.

Administrative Code:

Section 4.4

Enhance the vitality of the local economy by retaining existing businesses and attracting new ones.

MEETINGS

1. **Regular meetings** shall be held at the Town Municipal Building, 35 Main Street, Hooksett, NH at 4 pm on the fourth Tuesday of each month. Other meetings may be held at the call of the Chairman provided public notice and notice to each member is given at least 48 hours excluding Sundays and legal holidays prior to such meetings. In the case of a holiday or unforeseen circumstances, the meeting may be moved to the following Tuesday of the month.

2. **Quorum.** A quorum for all meetings of the board shall be 4 members.

3. **Order of Business.** The order of business for regular meetings shall be as follows:

- a) Call meeting to order.
- b) Introduce members of the board.
- c) Minutes of the previous meeting.
- d) Unfinished business.
- e) New Business.
- f) Correspondence
- g) Adjournment

EDC Case Studies questions:

1. How did you find your current location?
2. Are property taxes one of the deciding factors to locating your business in Hooksett?
3. Did the local labor market play a part in your decision?
4. How did the costs of real estate play a part?
5. What about the cost and access to public utilities and highways?
6. What was your experience with the Town like in setting up your business here?
7. How would you rate the timeliness and efficiency of Hooksett's approval process?
8. What town departments did you deal with?
9. Did you encounter any challenges and were your questions and issues answered to your satisfaction?
10. Did you find the Town of Hooksett website to be easy to use or did you find the Town of Hooksett website to be useful?
11. Are you pleased with your decision to locate in Hooksett or expand your existing business?
12. Where do you see your company in the next 10 years?
13. How can the Town of Hooksett help any business in the future based on your experiences with us thus far?

5 Small Businesses:

CMC Medical Office

Heritage Family Credit Union

Al Terry Plumbing

Osborne's Agway

Tap House

Bond Auto Parts

5 Large Businesses:

Bass Pro Shops

GE

SNHU

PSNH

Merchant's Auto