

Hooksett Economic Development Committee
Meeting Minutes
Tuesday, February 24, 2015
4:00 PM

Call to Order: The meeting was called to order at 4:10 pm.

Present: Muamer Duracovic, Matt Mercier, David Rogers, David Scarpetti, Carolyn Cronin (Assistant Town Planner)

Pledge of Allegiance

Approval of Minutes

February 3, 2015 Minutes – The minutes were approved as presented.

Old Business

EDC Membership Terms

Board consensus was to wait until membership is full to set terms for all members.

D. Scarpetti moved to allow non-residents/business owners to become voting members of the board. Motion seconded by M. Mercier. Motion carried unanimously.

Community Profile Report

Discussion on the Economic Development findings and possible projects EDC could work on.

M. Duracovic was able to contact 5-6 interested SNHU students to help with the business survey case studies. Names and contact information will be provided to the Town Planner.

Economic Development Director

A survey (attached) was done on how other communities handle the Economic Development Director position.

The board would like to develop a self-funding position for the Town. This would be a professional full time position with matrix that the pay would be based on the amount of tax base raised.

M. Mercier stated the board will have to solidify first then draft a proposed job description with salary requirements to be presented to the Town Council for approval. He will speak to the Town Administrator with regards to this position.

Town Planner's Update

C. Cronin presented the following updates:

1. General Electric, Industrial Park Drive – Planning Board approved the expansion project. They are scheduled to appear before the Town Council at their meeting on February 25th to obtain final approval for the discontinuation of a portion of Industrial Park Drive.
2. NH Army National Guard Project, 1227 Hooksett Road – The State has purchased the (19.6 acres) land. National Guard Chief Engineer presented a conceptual plan to the Planning Board and answered some questions from abutters. This is a Federal project; site plan approval is not required. When the final site plan is prepared, they will hold a public informational meeting. The site will be used for maintaining National Guard vehicles. There will be 20 full time employees. No storage of vehicles, no ammunition. Construction to start in 2016.
3. UNH Cooperative Extension – Business Retention & Expansion Program – Andre Garron will meet with the Town Planner and the Town Administrator on March 5th and will attend the EDC meeting on March 24th. A Steering Committee made up of 5-7 people will be formed. One person to serve as Chair, Business Resource Coordinator (typically, the Town Planner or the Town Administrator), Media Coordinator, Milestone Coordinator and Visitation Coordinator. A Task Force will also be needed consisting of about 5-7 people. Another group consisting of visitors will be needed. Members from the Chambers of Commerce have offered to help. This should be a short-time commitment to start mid-April. The Town Planner will reach out to some of the Community Profile volunteers.

The next meeting will be held on Tuesday, March 24th.

Adjournment

The meeting adjourned at 5:30 pm.

Respectfully submitted by,

Evelyn F. Horn
Administrative Assistant

TOWN/CITY	POPULATION	ECONOMIC DEVELOPMENT COMMITTEE	ECONOMIC DEVELOPMENT DIRECTOR	EDC MAIN CONTACT
Hooksett	13,000	Yes	No	Town Administrator
Bedford	22,000	Yes	No	Planning Director
Bow	7,500	Yes	No	Town Manager & Com. Dev. Director
Concord	42,695	Yes	No	Deputy City Manager
Derry	33,100	No		
Dover	30,000	Yes	Yes*	EDC Director
Exeter	14,500	Yes	Yes**	EDC Director
Goffstown	18,000	Yes	No	Assist. Town Administrator
Hollis	7,700	No		
Hudson	25,000	Yes	No	Town Planner
Keene	23,500	No		
Lebanon	13,000	Yes	No	EDC
Londonderry	24,000	Yes	No	Town Manager
Manchester	110,000	Yes	Yes***	EDC Director
Merrimack	27,000	Yes	No	Com Dev. Director
Milford	15,200	No		
Nashua	86,500	Yes	No	Mayor
Portsmouth	21,500	Yes	Yes****	
Raymond	10,500	Yes	No	Com. Dev. Director
Salem	29,000	Yes	No	Assist. Town Manager/Com Dev Director
Windham	15,000	Yes	No	EDC Chair

*EDC Director works for Dover Business & Industrial Development Authority. City of Dover has a contract with DBIDA.

**Exeter-Full time paid position. EDC Director also runs a consulting firm on the side.

***Manchester-Full time paid position.

****Full time paid position with other functions. See attachment.

Essential Job Functions

1. Administration of City's Economic Development Program.
2. Fulfill role of key staff to the City's nine-member Economic Development Commission (EDC) and coordinate City Council referrals to same as directed by City Manager.
3. Develop Urban Development Action Grant (UDAG)-funded economic development activities in accordance with the EDC mission. Prepare and oversee the annual economic development budget.
4. Implement UDAG -funded program activities related to business development, business retention and expansion, and downtown revitalization activities. Tasks include meeting with prospective business owners and representatives and responding to requests for information and referrals.
5. Research innovative economic revitalization funding mechanisms such as Tax Increment Financing, Community Development Financing Program funding, HUD Section 108 and grants for use as economic development tools.
6. Administer the City's small business loan program. Tasks can include meeting with perspective borrowers, performing credit analyses, coordinating with commercial lenders and appraisers and marketing the program. In addition, assure due diligence and compliance with all HUD program requirements for economic development loan activities.
7. Assist City Manager in development and administration of City's public/private partnerships with the business community such as the partnership with Chamber of Commerce for tourism and eCoast program activities as well as with businesses contemplating expansion in the City (i.e. Northern Tier conference/hotel/public parking garage).
8. As requested by City Manager attend on local economic development board or association meetings such as the Chamber of Commerce Government Affairs Committee, e-Coast, Tenant Association at Pease, and Downtown Business Association.
9. Collect data and prepare annual economic development summary reports and make presentations.
10. Act as City liaison to the City's Cultural Commission as it relates to the local creative economy. Interface with Cultural Commission Staff to implement City's Cultural Plan.
11. Coordinate projects with other departments and serve as a resource to other departments on economic development issues.

12. Write and oversee Requests for Proposals and administration of contracts for UDAG-funded activities.
13. Maintain liaison with local, state, and federal officials, as well as agencies and organizations related to community and economic development.
14. Perform such other duties and responsibilities as may be assigned from time to time by the City Manager and Deputy City Manager related to work for :
 - Mayor's Blue Ribbon Committee on Building Re-use.
 - Tree City USA Re-certifications.
 - Restoration and conservation of city's cultural assets and public monuments/statues.
 - Project grant-writing and management for Cemetery Committee.