

1 **LONDONDERRY, NH PLANNING BOARD**
2 **MINUTES OF THE MEETING OF OCTOBER 7, 2009 AT THE MOOSE HILL**
3 **COUNCIL CHAMBERS**
4

5 7:00 PM: Members Present: Art Rugg; John Farrell; Rick Brideau, CNHA, Ex-
6 Officio; Paul DiMarco, Ex-Officio; Charles Tilgner, P.E., Ex-Officio; Mary Soares;
7 Lynn Wiles; Laura El-Azem; Chris Davies, alternate member; Cole Melendy, P.E.,
8 alternate member
9

10 Also Present: Tim Thompson, AICP; John Trottier, P.E.; Cathy Dirsra, Planning
11 Department Secretary
12

13 A. Rugg called the meeting to order at 7:02 PM. A. Rugg appointed
14 C. Davies to vote for M. Soares until she arrives and C. Melendy to vote for R.
15 Nichols until he arrives.
16

17 A. Rugg announced that the Barbato subdivision has asked for a continuance.
18

19 **New Plans**
20

21 A. Marco & Jean Barbato, Map 3, Lot 138A - Application Acceptance and Public
22 Hearing for a 2 lot subdivision. – ***Request Continuance to November 4***
23

24 T. Thompson referenced the letter from Timothy Peloquin, Promised Land
25 Survey, requesting a continuance to the next available meeting date, which
26 would be November 4. The Applicant needs additional time to identify the
27 precise location for power, telephone and cable for the new lot. He said that
28 staff supports the request for a continuance.
29

30 **J. Farrell made a motion to continue the public hearing to November**
31 **4 at 7pm. R. Brideau seconded the motion.** No discussion. **Vote on the**
32 **motion: 9-0-0.** Hearing will be continued to November 4 at 7PM. A. Rugg
33 said this will be the only public notice.
34

35 **Administrative Board Work**
36

37 A. Plans to sign - Ravenna Site Plan (Hampshire First Bank Signage)
38 Amendment
39

40 T. Thompson explained that the Planning Board had previously determined
41 that an additional public hearing was not required for this amendment, and
42 informed the Board that the Heritage Commission recommended the signage
43 design. He also stated that staff recommends signing the plans.
44

45 **J. Farrell made a motion to authorize the Chair and Secretary to sign**
46 **the plans. R. Brideau seconded the motion.** No discussion. **Vote on the**
47 **motion: 9-0-0.** A. Rugg said the plans will be signed at the conclusion of the
48 meeting.
49

1 B. Plans to sign - Ravenna Site Plan (Verizon Wireless Signage) Amendment

2
3 T. Thompson explained that the Planning Board had previously determined
4 that an additional public hearing was not required for this amendment, and
5 informed the Board that the Heritage Commission recommended the signage
6 design. He also stated that staff recommends signing the plans.

7
8 **J. Farrell made a motion to authorize the Chair and Secretary to sign**
9 **the plans. R. Brideau seconded the motion.** No discussion. **Vote on the**
10 **motion: 9-0-0.** A. Rugg said the plans will be signed at the conclusion of the
11 meeting.

12
13 C. Southern NH Planning Commission (SNHPC) Regional Economic Development
14 Steering Committee Appointments - Discussion

15
16 A. Rugg said that all SNHPC members (Arthur Rugg , Sharon Carson, Donald
17 Moskowitz, Deborah Lievens-Alternate, Debra Paul-Alternate) received an
18 email August 13 referring to the steering committee meeting on August 28.
19 This was our first knowledge of this committee and the need for
20 appointments to it. He said that André Garron forwarded that email to all the
21 Planning Board members, School Board members and the Economic
22 Development task force members.

23 Councilor Paul DiMarco received the email as a Planning Board member.
24 Councilor Brian Farmer received the email as an Economic Development
25 member and Council Chairman Mike Brown was on the original email of June
26 30.

27
28 A. Rugg said that he received an email with additional information from David
29 Preece, SNHPC Executive Director, saying that a letter dated June 30 went
30 out to all Chairs, all Mayors, of all governing boards (which includes
31 Londonderry Town Council) describing their objective and asking for
32 appointments. D. Preece also stated that another letter went out August 10
33 to all appointed members plus all the chairs of town councils, boards of
34 selectman and mayors of boards of alderman. A. Rugg said the Board did not
35 receive any guidance from the Town Council, so they needed to make
36 appointments for two full time members and one alternate to attend the
37 meeting on August 28.

38
39 J. Farrell said that in regards to the email, he believes the intention of the
40 SNHPC was to solicit Town Council or Planning Board members, because they
41 were looking for senior staff (elected official or Senior Planning Board
42 official). They opened it up to other individuals because the meetings are
43 during the day.

44
45 A. Rugg said that before the end of August André Garron received emails
46 from Steve Young and Donald Moskowitz expressing an interest in being on
47 the committee. After that time (about September 8) A. Rugg said that the
48 Board received an email from Deb Paul expressing an interest in being on the
49 committee. The Planning Board Chair and the Economic Development
50 Committee decided to make a recommendation based on the order of receipt

1 of the people interested. A. Rugg said that all the emails will be attached to
2 the minutes from this meeting.

3
4 Don Moskowitz, SNHPC, said he is willing to be the alternate member and
5 doesn't mind whether he is a full member or an alternate member.

6
7 [M. Soares arrived at 7:25PM]
8

9 J. Farrell stated that the appointments (for Steve Young and Don Moskowitz)
10 were brought to the Economic Development Task Force (EDTF) meeting.
11 During discussions the EDTF was asked for suggestions or a consensus to
12 move forward with the appointments. The EDTF came to a consensus to
13 move the two candidates forward (Don Moskowitz was present at that
14 meeting). J. Farrell said that Deb Paul also attended that meeting and made
15 a comment to him that she thought she had a conflict of interest and that she
16 didn't feel eligible for the committee. J. Farrell said he then strongly
17 encouraged her to submit her name for the committee. He believed that the
18 candidates were accepted in the order that the names were received and A.
19 Rugg confirmed that is how they decided on Steve Young and Don Moskowitz
20 becoming full time members and Deb Paul as an alternate member.
21

22 A. Rugg said that he and J. Farrell met with the Town Council Chairman about
23 two weeks ago, which didn't give them any guidance on what transpired at
24 the Town Council meeting September 21. During that Town Council meeting
25 there was a discussion about the selection process for the Steering
26 Committee candidates. During that whole discussion A. Rugg and J. Farrell
27 were just outside the Moose Hill conference room having a discussion with
28 several other people. Both A. Rugg and J. Farrell said they were in the Town
29 Council meeting for about two hours and that if they had been advised by
30 Town Council of the discussion regarding the selection process for the
31 candidates for the steering committee, they would not have left the room.
32

33 A. Rugg said the Town Council is the appointment authority and can do
34 anything they want, but they have chose to give the Planning Board the
35 authority to do the vetting process. A. Rugg said that the Board needs to
36 decide whether to make an official recommendation to the Town Council,
37 have interviews or start the whole process over and advertise in the paper.
38 He said that in the meantime Deb Paul had emailed A. Garron and some
39 Town Council members asking if she could be a full member, not an
40 alternate. A. Rugg also said that Deb Paul sent an email to all the Town
41 Council members, which he forwarded to all the Planning Board members,
42 with her references. A. Rugg said that he feels this is unfair to those that
43 have already requested appointment.
44

45 J. Farrell pointed out that the Board has not received anything official from
46 Town Council on this issue. A. Rugg confirmed that the Board is working on
47 hearsay, what appears in the papers, the meeting minutes and conversation
48 with the Town Council Chairman. J. Farrell said that unfortunately, sadly,
49 because of Ms. Paul's email the Planning Board has entered the realm of
50 politics. He feels that in all fairness to the other applicants, unfortunately, the

1 Board should go to full advertisement, full interviews and vetting the process
2 completely. J. Farrell said that this was something that was meant to be
3 extremely positive from the SNHPC and it is an adhoc committee. J. Farrell
4 said that for those members that were not involved in the process and came
5 to him as the Chairman of the Economic Development Task Force, they took
6 the exact path that the Town Manager told them to take.

7
8 Consensus of the Board was to advertise, interview and make an official
9 recommendation to the Town Council. T. Thompson said he will discuss the
10 process with A. Garron and include this issue as a discussion for the next
11 Planning Board meeting on October 14. He stated that tentatively we could
12 interview and make a recommendation at the 2nd Planning Board meeting in
13 November.

14
15 D. 2010 Planning Board Schedule – Discussion

16
17 T. Thompson asked the Board to review the draft schedule and let him know
18 if they have any changes. The Board said they are comfortable with the draft
19 schedule for 2010.

20
21 E. November 2009 Meeting Schedule - Discussion

22
23 Consensus of the Board was to move the November 18 meeting to November
24 19, because of a conflict with ZBA on the 18th.

25
26 F. Approval of Minutes – September 2 & 9

27
28 **J. Farrell made a motion to approve the minutes from the September**
29 **2 meeting. R. Brideau seconded the motion.** No discussion. **Vote on the**
30 **motion: 7-0-2.** (L. El-Azem and M. Soares abstained because they were
31 absent at the September 2 meeting). Minutes are approved and will be
32 signed at the October 14 meeting.

33
34 **J. Farrell made a motion to approve the minutes from the September**
35 **9 meeting. R. Brideau seconded the motion.** No discussion. **Vote on the**
36 **motion: 9-0-0.** Minutes are approved and will be signed at the October 14
37 meeting.

38
39 G. Discussions with Town Staff

40
41 T. Thompson said that Drew Caron, Cable Access, would like to have a
42 monthly preview of Planning Board issues on cable access and the website,
43 and asked if any Board members were interested in participating. The Board
44 was supportive of the idea in general. T. Thompson asked the Board
45 members to let him know if they are interested.

46
47 **New Plans**

48
49 B. DiFava Realty, LLC, Map 15, Lot 62-3 - Application Acceptance and Public
50 Hearing for a site plan and conditional use permit to construct a 13,480

1 square foot office, warehouse, light manufacturing and assembly building.

2
3 T. Thompson stated that there were no checklist items, and staff
4 recommended the application be accepted as complete.

5
6 A. Rugg said that since M. Soares arrived, C. Davies will vote for R. Nichols
7 and C. Melendy will return to alternate member status.

8
9 **J. Farrell made a motion to accept the application as complete. R.**
10 **Brideau seconded the motion. No discussion. Vote on the motion: 9-0-**
11 **O. Application accepted as complete.**

12
13 Todd Connors, Sublime Civil Consultants, presented their plans. There will be
14 2 outside storage areas. This site will be used for fire protection storage. He
15 stated that any additional traffic through the intersection with 28 Rockingham
16 Road is must be reviewed by the NHDOT. T. Connors said they have not
17 received the NHDOT permit at this time, but feels that they have addressed
18 all the concerns. T. Connors said they have not yet received the
19 correspondence from the town that this permit is being requested on the
20 town's behalf because of the roadway, not necessarily the project, because
21 the project does not have frontage on the state road. He said that J. Trottier
22 has already taken care of that, so the Applicant should be receiving their
23 paperwork soon. T. Connors stated that they are not proposing any off site
24 improvements.

25
26 T. Connors said they are requesting a waiver to Sections 3.03 and 4.12.c.3,
27 which is a requirement to provide existing topography across the entire
28 parcel. The parcel is 6.19 acres in size and encumbered by wetlands on 3.37
29 acres. The proposed site plans are based on a field survey that includes
30 topographic detail across the entire upland area of the property, which
31 exceeds the limit of the proposed development, but not across wetland that is
32 not suitable for development.

33
34 J. Trottier said that staff recommends granting the waiver. He stated that
35 sufficient topography has been shown for the area impacted by the project
36 and the remaining area is predominantly wetlands.

37
38 **J. Farrell made a motion to grant the waiver to Sections 3.03 and**
39 **4.12.c.3 based on the applicant's letter and staff recommendation. R.**
40 **Brideau seconded the motion. No discussion. Vote on the motion: 9-0-**
41 **O. Waiver was granted.**

42
43 J. Trottier summarized the design review items from the DPW/Stantec memo.

44
45 T. Thompson stated that staff recommends granting the conditional use
46 permit, per the recommendation of the Conservation Commission and that
47 staff recommends conditional approval as outlined in the staff
48 recommendation memo. He said that one addition to the standard boilerplate
49 conditions is item 2 from the memo, asking the Applicant to address
50 comments from the Manchester Water Works relative to the driveway and

1 hydrant location per the utility clearance letter and that the Applicant provide
2 documentation to the town from Manchester Water Works that their approval
3 of any changes is required.
4

5 Due to the fact that the NHDOT driveway permit has not been obtained and
6 the issue related to Manchester Water Works T. Thompson stated that he is
7 recommending the conditional approval be granted for 6 months instead of
8 the standard 120 days. T. Thompson said that another item he would like to
9 mention is relative to general and subsequent condition #1. Because the
10 tenant has not been identified for this project, the applicant will be required
11 to return before the Planning Board for a public hearing to review and
12 approve the building design and signage, prior to commencing any
13 construction on the building or signage. The Applicant shall also obtain a
14 recommendation from the Heritage Commission on design prior to the
15 Planning Board meeting.
16

17 C. Davies asked why the applicant plans to make the driveway wider. T.
18 Connors said they need a wider driveway to accommodate the truck turning
19 radius. J. Trottier told the Board that the reason they need the utility
20 clearance letters, is specifically for cases like this where the driveway either
21 needs to be moved or widened.
22

23 A.Rugg asked for public input, but there was none.
24

25 **J. Farrell made a motion to grant Conditional Use Permit per the**
26 **recommendation of staff and the Conservation Commission. R.**
27 **Brideau seconded the motion. No Discussion. Vote on the motion: 9-0-**
28 **O. Conditional Use Permit granted.**
29

30 **J. Farrell made a motion to conditionally approve the site plan with**
31 **the following conditions:**
32

33 "Applicant", herein, refers to the property owner, business owner, or
34 organization submitting this application and to his/its agents, successors, and
35 assigns.
36

37 **PRECEDENT CONDITIONS**

38

39 All of the precedent conditions below must be met by the applicant, at the
40 expense of the applicant, prior to certification of the plans by the Planning
41 Board. Certification of the plans is required prior to commencement of any
42 site work, any construction on the site or issuance of a building permit.
43

- 44 1. The existing conditions plan does not include existing topography of the
45 entire site as required per Sections 3.03 and 4.12.C.3 of the Site Plan
46 Regulations. The Applicant is requesting a waiver to this requirement.
47
- 48 2. The Applicant's driveway grading at Enterprise Drive and driveway
49 profile shown on sheet C3 indicate site runoff will be directed to the
50 roadway pavement edge. We understand the Town typically requires all

1 driveways to have a low point a minimum of 10 feet from the edge of
2 roadway pavement. We recommend the Applicant provide a driveway
3 design meeting the approval of the Department of Public Works.
4

- 5 3. The Applicant has not obtained a revised NHDOT permit for the proposed
6 development impact to the intersection of Enterprise Drive and Route 28
7 in accordance with the NHDOT permit obtained as part of the approval
8 granted for the subdivision that created Enterprise Drive per section
9 4.13 of the Site Plan Regulations. We recommend the Applicant verify
10 and obtain a NHDOT permit relative to the proposed development impact
11 to the intersection of Enterprise Drive and Route 28, as necessary, and
12 provide a copy of the updated permit for the Planning Department's file.
13 The Applicant is pursuing approval from NHDOT as noted in the response
14 letter and we recommend the correspondence to and from NHDOT be
15 provided for the Planning Department's file.
16
- 17 4. We recommend the Applicant address the following relative to the
18 grading plan;
19 a. The proposed grading design indicates a riprap embankment slope
20 steeper than 3H:1V will be placed adjacent to property line at
21 abutting lot 65-2. We note the detail for the riprap slope implies
22 that construction would likely extend onto the abutting lot and the
23 plan does not appear to include any easements for construction of
24 the indicated slope as would be anticipated. We recommend the
25 Applicant discuss the proposed grading design with the Town and
26 revise as necessary meeting their approval.
27 b. The Applicant's revised plan includes additional spot elevations
28 along the proposed pavement edge west of the unit 4 & 5 building.
29 However, the elevations appear to indicate the area between spots
30 297.0 and CB 4 are at a slope of 0.003 ft/ft and may not drain
31 properly. We recommend the Applicant review and revise the
32 grading as necessary to provide proper drainage.
33
- 34 5. The Applicant's design includes several utility crossings/extensions and
35 placement of a driveway within an existing private sewer easement
36 located along the front of the lot at Enterprise Drive. In addition, the
37 proposed grading design within the easement will lower portions of the
38 existing ground and appears to reduce the cover near some portions of
39 the existing sewer lines within the easement. We recommend the
40 Applicant provide documentation the easement holder has been notified
41 of the indicated impacts from the utilities, the driveway and the
42 associated regrading within the easement for the Planning Division's file.
43 The Applicant noted the easement holder would be notified and return
44 receipts provided in the response letter.
45
- 46 6. The project is located along a significant portion of Enterprise Drive.
47 We recommend the Applicant discuss if additional off-site improvements
48 to Enterprise Drive will be necessary under this application with the
49 Department of Public Works.
50

- 1 7. We recommend the Applicant address the comments of the August 12,
2 2009 review memorandum relative to the submitted traffic report for the
3 project.
- 4
- 5 8. The applicant shall address the comments from Manchester Water Works
6 relative to the driveway and hydrant per the utility clearance letter. The
7 applicant shall provide documentation to the Town from Manchester
8 Water Works as to their approval of any changes required.
- 9
- 10 9. Note all waivers and the conditional use permit granted on the plan.
- 11
- 12 10. The Applicant shall provide a digital (electronic) copy of the complete
13 final plan sent to the Town at the time of signature by the Board in
14 accordance with Section 2.05.n of the regulations.
- 15
- 16 11. Outside consultant's fees shall be paid within 30 days of approval of
17 plan.
- 18
- 19 12. Financial guaranty if necessary.
- 20
- 21 13. Final engineering review
- 22

23 **PLEASE NOTE -** Once these precedent conditions are met and the plans are
24 certified the approval is considered final. If these conditions are not met
25 within **6 months** to the day of the meeting at which the Planning Board
26 grants conditional approval the board's approval will be considered to have
27 lapsed and re-submission of the application will be required. See RSA 674:39
28 on vesting.

29

30 **GENERAL AND SUBSEQUENT CONDITIONS**

31

32 All of the conditions below are attached to this approval.

33

- 34 1. The applicant shall return to the Planning Board for a public hearing to
35 review and approve the building design and signage design prior to any
36 construction commencing on the building or signage. The applicant shall
37 obtain a recommendation from the Heritage Commission on the design
38 prior to the Planning Board hearing.
- 39
- 40 2. **No construction or site work for the amended site plan may be**
41 **undertaken until the pre-construction meeting with Town staff**
42 **has taken place, filing of an NPDES-EPA Permit and the site**
43 **restoration financial guaranty is in place with the Town.** Contact
44 the Department of Public Works to arrange for this meeting.
- 45
- 46 3. The project must be built and executed exactly as specified in the
47 approved application package unless modifications are approved by the
48 Planning Division & Department of Public Works, or if staff deems
49 applicable, the Planning Board.
- 50

- 1 4. All of the documentation submitted in the application package by the
2 applicant and any requirements imposed by other agencies are part of
3 this approval unless otherwise updated, revised, clarified in some
4 manner, or superseded in full or in part. In the case of conflicting
5 information between documents, the most recent documentation and
6 this notice herein shall generally be determining.
7
- 8 5. All site improvements must be completed prior to the issuance of a
9 certificate of occupancy. In accordance with Section 6.01.d of the Site
10 Plan Regulations, in circumstances that prevent landscaping to be
11 completed (due to weather conditions or other unique circumstance), the
12 Building Division may issue a certificate of occupancy prior to the
13 completion of landscaping improvements, if agreed upon by the Planning
14 Division & Public Works Department, when a financial guaranty (see
15 forms available from the Public Works Department) and agreement to
16 complete improvements are placed with the Town. The landscaping
17 shall be completed within 6 months from the issuance of the certificate
18 of occupancy, or the Town shall utilize the financial guaranty to contract
19 out the work to complete the improvements as stipulated in the
20 agreement to complete landscaping improvements. **No other**
21 **improvements shall be permitted to use a financial guaranty for**
22 **their completion for purposes of receiving a certificate of**
23 **occupancy.**
24
- 25 6. As built site plans must to be submitted to the Public Works Department
26 prior to the release of the applicant's financial guaranty.
27
- 28 7. All required Traffic, Police and Fire impact fees must be paid prior to the
29 issuance of a Certificate of Occupancy.
30
- 31 8. It is the responsibility of the applicant to obtain all other local, state, and
32 federal permits, licenses, and approvals which may be required as part
33 of this project (that were not received prior to certification of the plans).
34 Contact the Building Division at extension 115 regarding building
35 permits.
36

37 **R. Brideau seconded the motion.** No discussion. **Vote on the motion: 9-**
38 **0-0.** Plan is conditionally approved.
39

- 40 C. Coca-Cola Bottling Company of Northern New England, Map 15, Lot 98 -
41 Application Acceptance and Public Hearing for a site plan to reconfigure
42 parking areas.
43

44 T. Thompson stated that there were no checklist items, and staff
45 recommended the application be accepted as complete.
46

47 **J. Farrell made a motion to accept the application as complete. R.**
48 **Brideau seconded the motion.** No discussion. **Vote on the motion: 9-0-**
49 **0.** Application accepted as complete.
50

1 Michael O'Donnell from TF Moran presented their plans. Russ Bruner from
2 Coca-Cola Bottling of Northern New England was also present.
3 M. O'Donnell said they are still proposing to construct this project in two
4 phases. The first phase involves constructing the parking and associated
5 grading, drainage, fencing, landscaping and lighting. The second phase
6 involves constructing the 115, 254 s.f. addition on the back of the building,
7 the 5,116 s.f. oil room addition, the 240 s.f. pump building, silos and the
8 future wastewater plant . They propose to amend their site plan to
9 reconfigure the parking lot, from 60 parking spaces to 41 parking spaces,
10 adjacent to the existing drive aisle. They will still meet the parking
11 requirements for the site, but are just shifting the location and cutting into
12 the hillside to construct the parking lot. No change in; the drainage plan, the
13 screening for the abutter to the west (fencing with privacy slats, evergreen
14 trees). They are asking for two waiver requests.
15

16 J. Trottier summarized the design review items from the DPW/Stantec memo
17

18 T. Thompson read the waiver requests into the record and said that staff is
19 recommending conditional approval.
20

- 21 1. The applicant is requesting a waiver to Section 3.07.g.3. The
22 applicant has not provided all pipes with the required 3' of cover.
23 Staff recommends **granting** the waiver, as the pipes in questing are
24 in grassed areas and have been designed as reinforced concrete
25 pipes.
26
- 27 2. The applicant is requesting a waiver to section 2.04.b.4. The
28 applicant has not provided the full application fee as required by the
29 regulations. Staff recommends **granting** the waiver, given the size
30 of the entire parcel, the fee being provided based on the area of
31 disturbance, and is consistent with previous waivers granted by the
32 Board for this site.
33

34 A.Rugg asked for public input
35

36 Peter Richard, 36 Clark Rd, asked if the hill being cut will change the
37 drainage. M. O'Donnell said that although the hill will be cut there will be no
38 change in drainage. He said there will be about 14-15 feet depth of earth
39 removed. M. O'Donnell said the plan for vegetation has been improved and
40 should be a better screening for Mr. Richard. M. O'Donnell said there are 3
41 existing light poles and they are proposing to put a second lamp on each pole
42 to provide more light without additional poles. He predicted that construction
43 would start before November 15.
44

45 Mr. Forester (best guess based on recording), 42 Clark Rd, said he lives fairly
46 close to the parcel and he is concerned about the additional lighting. M.
47 O'Donnell said the revised plans will be better for Mr. Forester(?) than the
48 previously submitted plan. Russ Bruner from Coca-Cola said they do operate
49 24 hours a day, 7 days a week. He said that with this plan the amount of
50 incoming/outgoing traffic will not change.

1
2 P. Richard, asked if the traffic will change after the phase 2 expansion is
3 complete. R. Bruner said they have put the expansion on hold until the
4 economy improves. At that time, they can produce on site and have less
5 incoming/outgoing trucking.

6
7 There was no further public comment.

8
9 **J. Farrell made a motion to grant the waivers to section 2.04.b.4 and**
10 **3.07.g.3 based on the applicant's letter and staff recommendation. R.**
11 **Brideau seconded the motion. No discussion. Vote on the motion: 9-0-**
12 **0. Waivers granted.**

13
14 **J. Farrell made a motion to conditionally approve the site plan with**
15 **the following conditions:**

16
17 "Applicant", herein, refers to the property owner, business owner, or
18 organization submitting this application and to his/its agents, successors, and
19 assigns.

20
21 **PRECEDENT CONDITIONS**

22
23 All of the precedent conditions below must be met by the applicant, at the
24 expense of the applicant, prior to certification of the plans by the Planning
25 Board. Certification of the plans is required prior to commencement of any
26 site work, any construction on the site or issuance of a building permit.

- 27
28 1. The Applicant shall update the permit/approvals block on the cover sheet
29 to indicate the updated NHDES Alteration of Terrain Permit approval
30 number and the corresponding dates.
- 31
32 2. The Applicant shall revise the storm water management plans to clarify
33 the project will be constructed in two phases in the notes and address the
34 requirements applicable to each phase. In addition, the construction
35 sequence for the project listed on sheet 22 should be updated to address
36 the phased construction as necessary for clarity.
- 37
38 3. The Applicant shall update the project plan set to include a detail of the
39 two riprap swales/channels shown above the westerly detention basin for
40 proper construction.
- 41
42 4. Note all waivers granted on the plan.
- 43
44 5. The Applicant shall provide a digital (electronic) copy of the complete final
45 plan sent to the Town at the time of signature by the Board in accordance
46 with Section 2.05.n of the regulations.
- 47
48 6. Outside consultant's fees shall be paid within 30 days of approval of plan.
- 49
50 7. Financial guaranty if necessary.

1
2 8. Final engineering review
3

4 **PLEASE NOTE -** Once these precedent conditions are met and the plans are
5 certified the approval is considered final. If these conditions are not met
6 within **120 days** to the day of the meeting at which the Planning Board
7 grants conditional approval the board's approval will be considered to have
8 lapsed and re-submission of the application will be required. See RSA 674:39
9 on vesting.

10
11 **GENERAL AND SUBSEQUENT CONDITIONS**
12

13 All of the conditions below are attached to this approval.
14

- 15 1. **No construction or site work for the amended site plan may be**
16 **undertaken until the pre-construction meeting with Town staff**
17 **has taken place, filing of an NPDES-EPA Permit and the site**
18 **restoration financial guaranty is in place with the Town.** Contact
19 the Department of Public Works to arrange for this meeting.
20
- 21 2. The project must be built and executed exactly as specified in the
22 approved application package unless modifications are approved by the
23 Planning Division & Department of Public Works, or if staff deems
24 applicable, the Planning Board.
25
- 26 3. All of the documentation submitted in the application package by the
27 applicant and any requirements imposed by other agencies are part of
28 this approval unless otherwise updated, revised, clarified in some
29 manner, or superseded in full or in part. In the case of conflicting
30 information between documents, the most recent documentation and
31 this notice herein shall generally be determining.
32
- 33 4. All site improvements must be completed prior to the issuance of a
34 certificate of occupancy. In accordance with Section 6.01.d of the Site
35 Plan Regulations, in circumstances that prevent landscaping to be
36 completed (due to weather conditions or other unique circumstance), the
37 Building Division may issue a certificate of occupancy prior to the
38 completion of landscaping improvements, if agreed upon by the Planning
39 Division & Public Works Department, when a financial guaranty (see
40 forms available from the Public Works Department) and agreement to
41 complete improvements are placed with the Town. The landscaping
42 shall be completed within 6 months from the issuance of the certificate
43 of occupancy, or the Town shall utilize the financial guaranty to contract
44 out the work to complete the improvements as stipulated in the
45 agreement to complete landscaping improvements. **No other**
46 **improvements shall be permitted to use a financial guaranty for**
47 **their completion for purposes of receiving a certificate of**
48 **occupancy.**
49

- 1 5. As built site plans must to be submitted to the Public Works Department
2 prior to the release of the applicant's financial guaranty.
3
4 6. All required Traffic, Police and Fire impact fees must be paid prior to the
5 issuance of a Certificate of Occupancy.
6
7 7. It is the responsibility of the applicant to obtain all other local, state, and
8 federal permits, licenses, and approvals which may be required as part
9 of this project (that were not received prior to certification of the plans).
10 Contact the Building Division at extension 115 regarding building
11 permits.
12

13 **R. Brideau seconded the motion.** No discussion. **Vote on the motion: 9-**
14 **0-0.** Plan is conditionally approved.
15

16 The Board said they are comfortable with holding a special meeting to sign
17 the plans.
18

19 **Other Business**

20
21 None
22

23 **Adjournment:**
24

25 **M. Soares made a motion to adjourn the meeting. R. Brideau seconded the**
26 **motion.** No discussion. **Vote on the motion: 9-0-0.** Meeting adjourned at
27 8:40PM.
28

29
30
31 These minutes prepared by Cathy Dirsra, Planning Division Secretary.
32

33
34
35 Respectfully Submitted,
36

37
38
39 Mary Wing Soares, Secretary
40



Southern New Hampshire Planning Commission

4140 Gilman Street, Manchester, New Hampshire 06104-1049
603-881-1111

June 30, 2009

To: Chairs, Mayor of all Governing Boards

RE: Regional Economic Development Plan Steering Committee

In July 2009, the Southern New Hampshire Planning Commission will begin work on developing for the first time an Economic Development Plan for the region. This plan will be developed in partnership with Metro Center – NH, the Manchester Chamber of Commerce, the NH DRED, the Rockingham and Capital Region Economic Development Corporations, and all 13 municipalities in our region.

The aim of the plan is twofold: (1) to establish a cooperative framework for implementing region-wide economic development planning; and (2) to move the region into a strategic position to become one of the state's designated Economic Development Districts under the US Department of Commerce, Economic Development Administration (EDA). Currently, there are only two designated districts in the state -- the Rockingham Economic Development District and the North Country Council District.

Your participation in the development of this plan is important and will help to shape and formalize an ongoing organizational structure and a Comprehensive Economic Development Strategy (CEDS) for the region. This will help to better position all municipalities within the region in receiving EDA funding for priority projects.

At this time, we are requesting that each governing body appoint two representatives and one alternate from their municipality to serve on the Steering Committee. We realize that this appointment process will take some time and we would appreciate your assistance in making these appointments by the end of July 2009, if possible.

We plan to hold a kick-off meeting for the Steering Committee in August, and we believe the basic elements of the plan can be completed by May and an adopted plan achieved by June 2010. This project schedule will require active participation on the Steering Committee and attendance at a minimum of five regularly scheduled meetings over this time period.

Thank you for your attention to this request, and please do not hesitate to call or email me at DPreece@snhpc.org or Jack Munn at jmunn@snhpc.org if you have any questions.



"Andre Garron"
<agarron@londonderrynh.org>

>
08/13/2009 01:12 PM

To "PlanningBoard" <PlanningBoard@londonderrynh.org>,
"Brian Farmer" <bfarmer@londonderrynh.org>,
<djjorge@prodigy.net>, "John Farrell"
cc "David Caron" <dcaron@londonderrynh.org>

bcc

Subject FW: Regional Economic Development Steering Committee
Kick-Off Meeting

Planning Board & Economic Development Taskforce:

SNHPC is looking for two (2) elected or appointed representatives from Londonderry to serve on its Economic Development Steering Committee (See attached information on responsibilities). If interested please forward your names to the chairman of your respected Board/taskforce and chairmen please forward those names to Town Council through Dave Caron, Town Manager.

Thanks,

André

André L. Garron, AICP, Director
Community Development Department
268 B Mammoth Road
Londonderry, NH 03053

(V) 603-432-1100 Ext. 101
(F) 603-432-1128
(EM) agarron@londonderrynh.org

From: Linda Moore [mailto:LMoore@snhpc.org]

Sent: Thursday, August 13, 2009 9:52 AM

To: Alan Brigham, US Dept. Commerce, Economic Dev., ME (Agency); Andrea O'Brien (NH Small Business Dev. Ctr.) (Agency); Bradley Benson, Derry (Alternate); Carol Granfield, Hooksett; Charles "Stoney" Worster, Auburn; Chris Way, NH DRED (Agency); Dan Reidy, Goffstown; David Boutin, Hooksett; Gary Stenhouse, Derry; George Sioras, Derry; Henry Bechard, Bedford; James Lagana, Auburn; Jay Minkarah, City of Manchester (Agency); John Cole, Candia; Keith Moon, Hooksett; Kristi Hartley, NH DRED (Agency); Laurel Bistany, REDC (Agency); Matt Monahan, Goffstown; Michael Skelton, GMCC (Agency); Paul Goldberg, Bedford; Ronald Poltak, Auburn; Scott Komisarek, Candia; Steve Epstein, USDA, Rural Development (Agency); Steve Heavener, CRDC (Agency); Tony Marts, Goffstown; William Dermody, Bedford; William Sirak, Metro Center-NH (Agency)

Cc: Burton Reynolds, New Boston; Christopher Rose, Raymond; Cynthia Heon, Deerfield; David Caron; Frank Guinta, Manchester; Fred Kelley, Candia; Patricia Martin, Chester; Russell Marcoux, Bedford; Susan Desruisseaux, Goffstown; Thomas Clow, Weare; William Herman, Auburn; David Dickson, Hooksett; Frank Bourque, Raymond; Gordon Carlstrom, New Boston; Mike Brown; Michael Izbicki, Bedford; Michael Lopez, Manchester; Rick Metts, Derry; Russell Sullivan, Auburn; Arthur Rugg; Barbara Griffin; Beverly Ferrante; Bill Stergios; Brent Armstrong; Brian Chirichiello; Cynthia J. Robinson; Daniel P. O'Neil; David Gomez; Deborah Lievens; Debra Paul; Dick Marshall; Donald Moskowitz; Edward P. Moran; Elias "Skip" Ashooh; Elizabeth Kruse; Frederick McGarry; Gille Beye; Gretchen Gott; Harold Newberry; Henry C. Boyle; Ian McSweeney; Jack Dowd; Jean G. Methot; Jo Ann duffy; Joel Olbricht; Jonathan Wood; Karen McGinley; Kevin McCue; Michael Izbicki; Michel Jolin; Ray Clement; Robert Mackenzie; Ronald F. Poltak; Sharon Carson; Terry Knowles; William Duschatko; John Munn; David Preece; Andre Garron; Denise Royce,

Auburn; Ernest Creveling, Raymond; Gerarld Coogan, New London; Jane Boucher, Deerfield; Leon LaFreniere, Manchester; Mary Girard, Candia; Naomi Bolton, Weare; Nicola Strong, New Boston; Pamela Goucher, Manchester; Rick Sawyer, Bedford; Sharon Carrier, Candia; Tim Thompson
Subject: Regional Economic Development Steering Committee Kick-Off Meeting

Good Morning,

Attached please find documents for the Kick-Off Meeting to be held August 28 at 12:00 noon.

Please let me know by August 24th if you are able to attend so we may order the correct number of lunches.

Thanks and regards,

Linda

Linda Moore

Office Administrator

Southern New Hampshire Planning Commission

603-669-4664

www.snhpc.org



REDSC August 28 Meeting.pdf



Cover Reg Econ Dev Steering Committee Kick Off Aug 09.pdf



Proposal and Scope of Work REDSC (Revised July 09).pdf



Proposed Schedule Reg Ec Dev Plan.pdf

Regional Economic Development Steering Committee

Kick Off Meeting

**August 28, 2009
12:00 Noon to 1:00 P.M.**

Southern New Hampshire Planning Commission

**438 Dubuque Street
Manchester, NH 03102
669-4664**

Conference Room

AGENDA

- I. Welcome/Introductions – David Preece, Executive Director, SNHPC**
- II. Regional Economic Development Plan Scope of Work and Schedule – Jack Munn, Chief Planner, SNHPC (see attached)**
- III. Role of Steering Committee and Memorandum of Understanding or Resolutions – Jack Munn, Chief Planner, SNHPC**
- IV. Economic Assets Profiles – Brian Deguzis, Intern, SNHPC**
- V. Economic Development Survey – Jack Munn, Chief Planner, SNHPC**
- VI. Next Steps:**
 - Regional Economic Development Conditions Report**
 - Infrastructure Inventories**
 - Cluster/Market Analysis – RFP**
 - Next Meeting – Set Date and Time**

Kindly RSVP by August 24th to Linda Moore at 669-4664 as lunch will be provided.



Southern New Hampshire Planning Commission

438 Dubuque Street, Manchester, NH 03102-3546, Telephone (603) 669-4664 Fax (603) 669-4350
www.snhpc.org

To: Steering Committee Appointments/Members
Town Administrators/City Managers/ Mayor/Council/Selectmen Chairs

From: David Preece, AICP, Executive Director
SNHPC

Date: August 10, 2009

RE: Regional Economic Development Steering Committee – Kick-Off Meeting

We are pleased to host the Kick-Off Meeting for the Regional Economic Development Plan Steering Committee scheduled for August 28th at 12:00 Noon (please see attached agenda).

Please circulate this memo and attached agenda to all prospective Steering Committee members undergoing in the appointment process by your municipality who we have not heard from yet.

Because of the importance of this project, we are also extending an invitation to all Town Administrators/City Managers/Mayor/Council and Selectmen Chairs to attend the Kick-Off meeting as well.

The Southern New Hampshire Planning Commission region is one of the largest and most populated regions in the state, and this planning process will help establish a framework for the region's future economic development planning.

Currently the towns of Hooksett, Goffstown, Bedford, New Boston and Weare, located within Hillsborough County, are not part of an established Comprehensive Economic Development Strategy (CEDS) process.

On the other hand, the towns of Auburn, Candia, Chester, Deerfield, Derry, Londonderry and Raymond, located in Rockingham County, are part of the Rockingham Economic Development District's established CEDS process.

We look forward to your attendance at the first Kick-Off Meeting and your participation in the development of this plan.

Proposal and Scope of Work

Regional Economic Development Plan In Partnership with Metro Center-NH

Overall Goal:

Develop a Regional Economic Development Plan that will move the Metro Center – NH from an advocacy role to an action-driven organization in promoting economic growth and development within the region.

Project Understanding:

Currently, Metro Center-NH is a partnership between the Southern New Hampshire Planning Commission (SNHPC), the Greater Manchester Chamber of Commerce (GMCC) and the New Hampshire Department of Resources and Economic Development (NH DRED) to encourage communities to look beyond their individual borders and to collectively promote the Greater Manchester region as a desirable place to live, work and play. As stated in the Metro Center – NH Strategic Plan, stakeholders within the organization have expressed interest in evolving from a concept-driven organization to an actual driver of economic development projects and services in the region. To accomplish this goal, specific actions, funding opportunities and capacity of the organization will need to be addressed and expanded.

Proposal:

Develop an Economic Development Plan for the region which expands upon the Metro Center – NH Strategic Plan (see attached) and sets forth an economic development strategy for implementing both short-term and long-term economic projects and services.

Organization and Recipe for Preparing the Plan:

1. Establish an effective **Planning Advisory Task Force** with highly active participation ensured through adoption of Memorandums of Understanding (MOUs) with all municipalities and other agencies and stakeholders engaged in the process;
2. Prepare and update existing **Economic Assets Profiles** of each municipality, including demographic and economic conditions and infrastructure capacity as background information and aggregate this information to form an economic assets profile of the region. Some of these assets profiles have already been completed under the I-93 Community Technical Assistance Program.
3. Conduct a **SWOT Analysis** of the region identifying and evaluating existing Strengths (positive, internal), Weaknesses (negative, internal), Opportunities (positive, external) and Threats (negative, external) to economic development

considering a variety of factors, including business climate, workforce and education factors, the environment and infrastructure capacity.

4. Working with municipalities and existing local economic development committees, councils and committees, develop an inventory and maps of potential areas and properties eligible under RSA 162-N for **Economic Development Revitalization Zone (EDRZ)** designation. Share results with municipalities and offer to provide assistance in seeking/applying for state approved EDRZ designation.
5. Working with municipalities and existing operators and service providers develop an inventory and maps of the region's existing and future **Public Infrastructure System** - consisting of water and sewer service areas, available capacity and planned facility improvements, including planned and proposed transportation projects within each municipality which will benefit the region as a whole.
6. Conduct a **Cluster Analysis** of the region's existing businesses comparing local industry employment share to national averages and looking for both vertical and horizontal linkages and relationships between various industry groups, including the need for transportation, workforce skills, housing, education, utilities, and other factors which indicate why certain industry groups are more successful than others in locating or expanding within the region.
7. Utilizing the Economic Assets Profile, SWOT and Cluster Analysis, conduct a series of **Visioning Workshops** designed to discuss the findings, trends and observations and identify new opportunities, strategies and actions for project development and implementation. This should also include a review of the Metro-NH existing Mission Statement, Goals, Objectives, Strategies and Action Recommendations.
8. Prepare an **Implementation Strategy** outlining action recommendations and project development and funding opportunities, both short term and long term. Some of these strategies could include:
 - **Economic Stimulus Package Inventory** -- Working with municipalities and existing local economic development committees, councils and committees, develop a region-wide inventory of local and municipal projects that are eligible for funding under the American Recovery and Reinvestment Bill of 2009. This inventory would include priority "ready-to-go projects" defined as those projects that can be contracted within 120 days of funds being made available.
 - **Provision of Grant-Writing Assistance** -- Working with municipalities and existing local economic development committees, councils and committees, develop a program for grant-writing assistance in preparing and applying for Economic Stimulus grants. These targeted grants include: energy efficiency, expansion of broadband in rural areas and infrastructure (including roads, bridges, and water, wastewater and storm-drainage related infrastructure).

- **Business Incubator Development**

Working with municipalities and existing local economic development committees, councils and committees, identify properties, buildings and property owners willing to establish potential business incubator projects and offer assistance in grant writing to secure funding from such sources as the Community Development Finance Authority (CDFA), NH DRED, and the US Economic Development Administration to implement or expand local business incubator development.

Proposed Budget and Estimated Cost:

Work Tasks	Estimated Total Cost*	Estimated SNHPC Hours	Contracted Services
Research and Writing Plan	\$15,000	300	
Staffing Advisory Task Force	\$2,500	50	
Prepare Economic Profiles	\$7,500	150	
Conduct SWOT Analysis	\$5,000	100	
Identify Economic Development Zones	\$10,000	200	
Identify Public Infrastructure	\$10,000	200	
Conduct Cluster Analysis	\$10,000		\$10,000
Facilitate Visioning Workshops	\$5,000	100	
Prepare Implementation Strategy	\$5,000	100	
Total – Plan Development	\$70,000	1,200	

*\$50/hr

Project Schedule

It is estimated that development of the Regional Economic Development Plan from start to finish will take approximately ten months to complete. Implementation of stimulus package inventory would take up to three months to complete; grant writing would be an ongoing service; and business incubator development would take between six months to one year, depending upon securing necessary grant funding.

Proposed Work Schedule/Timeline
Regional Economic Development Plan

Planning Process

Tasks	Month 2009/2010														
	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sept
Phase I: Steering Committee/Visioning/Public Participation Process/Plan Preparation/Adoption															
Establish Steering Committee															
Project Kick Off Meeting															
MOUs/Resolutions															
Scheduled Steering Committee Meetings															
Visioning Workshops															
Public Forum															
Preparation of Preliminary Draft															
Revisions to Preliminary Draft															
Public Hearing(s)															
Plan Adoption															
Final Plan Publication/Distribution															
Phase II: Economic Development Planning Elements															
Vision Statement/Goals/Objectives															
Municipal Economic Assets Profiles															
Regional Economic Data Analysis															
Public Infrastructure Inventories															
Industry Cluster/Market Analysis															
SWOT Analysis															
Economic Revitalization Zones (RSA 79-E)															
CEDS Endorsement															
EDD Geography Endorsement															
Economic Stimulus/Project Inventory															
Funding Sources Evaluation															
Business Incubator Analysis															
Implementation Strategies															
Grant Writing Assistance															

Key: Preparation
In Progress



"Andre Garron"
<agarron@londonderrynh.org>

08/31/2009 10:11 AM

To "John Farrell" <jwfarrelljr@hotmail.com>, "David Caron"
<dcaron@londonderrynh.org>, "Art Rugg"
<arugg@londonderrynh.org>

cc

bcc

Subject RE: Regional Economic Development Steering Committee
Kick-Off Meeting

History:

✉ This message has been replied to.

Good Morning Gentlemen:

Don Moskowitz is presently Londonderry's rep. on SNHPC. He is interested in serving on the Regional Economic Development Steering Committee. John, you mentioned in an email that you, Art or Steve Young were also interested. I will attend the meeting as staff liaison. If out of the three potential candidates, only one can make the meetings, then I would recommend that Don be appointed. Since he's on SNHPC anyway, and has an interest, to a degree that even if he not appointed, he's going to attend anyways.

Let me know what you all think.

Thanks,

André

André L. Garron, AICP, Director
Community Development Department
268 B Mammoth Road
Londonderry, NH 03053

(V) 603-432-1100 Ext. 101

(F) 603-432-1128

(EM) agarron@londonderrynh.org

From: John Farrell [mailto:jwfarrelljr@hotmail.com]

Sent: Friday, August 14, 2009 2:50 PM

To: David Caron; Andre Garron

Subject: RE: Regional Economic Development Steering Committee Kick-Off Meeting

Okay just trying to keep the politics out of it thank you

Subject: RE: Regional Economic Development Steering Committee Kick-Off Meeting

Date: Fri, 14 Aug 2009 14:39:40 -0400

From: dcaron@londonderrynh.org

To: agarron@londonderrynh.org; jwfarrelljr@hotmail.com

Hi all – The Council's role to appoint defaults to them as being responsible to "manage the prudential affairs of the Town" per RSA 41:8; thus, unless the statutes specifically designate another body to make appointments, they fall to the Council.

Thx

Dave Caron
Town Manager
268 B Mammoth Road
Londonderry, NH 03053
dcaron@londonderrynh.org
603.432.1100 x120

From: Andre Garron
Sent: Thursday, August 13, 2009 2:13 PM
To: John Farrell
Cc: David Caron
Subject: RE: Regional Economic Development Steering Committee Kick-Off Meeting

John:

Yes, SNHPC is initiating a regional economic development study and an ad hoc group is being developed to oversee the process. I, too, could not find anything in the charter giving TC appointment authority to non-town ad hoc group, but historically they've done it for SNHPC appointments with recommendation from Planning Board. I like to get Dave's thoughts on this prior to final decision.

André

André L. Garron, AICP, Director
Community Development Department
268 B Mammoth Road
Londonderry, NH 03053

(V) 603-432-1100 Ext. 101
(F) 603-432-1128
(EM) agarron@londonderrynh.org

From: John Farrell [mailto:jwfarrelljr@hotmail.com]
Sent: Thursday, August 13, 2009 1:21 PM
To: Andre Garron
Cc: David Caron
Subject: RE: Regional Economic Development Steering Committee Kick-Off Meeting

Andre

So my question is why do we need to go to the TC this appears to be ad hoc. Seems like a long process for no reason. With all due respect to the council the PB & ED has had much better insight on who should be involved

John

Subject: FW: Regional Economic Development Steering Committee Kick-Off Meeting
Date: Thu, 13 Aug 2009 13:12:38 -0400

From: agarron@londonderrynh.org
To: PlanningBoard@londonderrynh.org; bfarmer@londonderrynh.org; djjorge@prodigy.net;
jwfarrelljr@hotmail.com; jfarrell@londonderrynh.org; rbrideau@londonderrynh.org;
ronald_campo@nexteraenergy.com; seyoung@imageability.com
CC: dcaron@londonderrynh.org
Planning Board & Economic Development Taskforce:

SNHPC is looking for two (2) elected or appointed representatives from Londonderry to serve on its Economic Development Steering Committee (See attached information on responsibilities). If interested please forward your names to the chairman of your respected Board/taskforce and chairmen please forward those names to Town Council through Dave Caron, Town Manager.

Thanks,

André

André L. Garron, AICP, Director
Community Development Department
268 B Mammoth Road
Londonderry, NH 03053

(V) 603-432-1100 Ext. 101
(F) 603-432-1128
(EM) agarron@londonderrynh.org

From: Linda Moore [mailto:LMoore@snhpc.org]

Sent: Thursday, August 13, 2009 9:52 AM

To: Alan Brigham, US Dept. Commerce, Economic Dev., ME (Agency); Andrea O'Brien (NH Small Business Dev. Ctr.) (Agency); Bradley Benson, Derry (Alternate); Carol Granfield, Hooksett; Charles "Stoney" Worster, Auburn; Chris Way, NH DRED (Agency); Dan Reidy, Goffstown; David Boutin, Hooksett; Gary Stenhouse, Derry ; George Sioras, Derry; Henry Bechard, Bedford; James Lagana, Auburn; Jay Minkarah, City of Manchester (Agency); John Cole, Candia; Keith Moon, Hooksett; Kristi Hartley, NH DRED (Agency); Laurel Bistany, REDC (Agency); Matt Monahan, Goffstown; Michael Skelton, GMCC (Agency); Paul Goldberg, Bedford; Ronald Poltak, Auburn; Scott Komisarek, Candia; Steve Epstein, USDA, Rural Development (Agency); Steve Heavener, CRDC (Agency); Tony Marts, Goffstown; William Dermody, Bedford; William Sirak, Metro Center-NH (Agency)

Cc: Burton Reynolds, New Boston; Christopher Rose, Raymond; Cynthia Heon, Deerfield; David Caron; Frank Guinta, Manchester; Fred Kelley, Candia; Patricia Martin, Chester; Russell Marcoux, Bedford; Susan Desruisseaux, Goffstown; Thomas Clow, Weare; William Herman, Auburn; David Dickson, Hooksett; Frank Bourque, Raymond; Gordon Carlstrom, New Boston; Mike Brown; Michael Izbicki, Bedford; Michael Lopez, Manchester; Rick Metts, Derry; Russell Sullivan, Auburn; Arthur Rugg; Barbara Griffin; Beverly Ferrante; Bill Stergios; Brent Armstrong; Brian Chirichiello; Cynthia J. Robinson; Daniel P. O'Neil; David Gomez; Deborah Lievens; Debra Paul; Dick Marshall; Donald Moskowitz; Edward P. Moran; Elias "Skip" Ashooh; Elizabeth Kruse; Frederick McGarry; Gile Beye; Gretchen Gott; Harold Newberry; Henry C. Boyle; Ian McSweeney; Jack Dowd; Jean G. Methot; Jo Ann duffy; Joel Olbricht; Jonathan Wood; Karen McGinley; Kevin McCue; Michael Izbicki; Michel Jolin; Ray Clement; Robert Mackenzie; Ronald F. Poltak; Sharon Carson; Terry Knowles; William Duschatko; John Munn; David Preece; Andre Garron; Denise Royce, Auburn; Ernest Creveling, Raymond; Gerard Coogan, New London; Jane Boucher, Deerfield; Leon LaFreniere, Manchester; Mary Girard, Candia; Naomi Bolton, Weare; Nicola Strong, New Boston; Pamela Goucher, Manchester; Rick Sawyer, Bedford; Sharon Carrier, Candia; Tim Thompson

Subject: Regional Economic Development Steering Committee Kick-Off Meeting

Good Morning,

Attached please find documents for the Kick-Off Meeting to be held August 28 at 12:00 noon.

Please let me know by August 24th if you are able to attend so we may order the correct number of lunches.

Thanks and regards,

Linda

Linda Moore
Office Administrator
Southern New Hampshire Planning Commission
603-669-4664
www.snhpc.org

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"Andre Garron"
<agarron@londonderrynh.org>

09/08/2009 09:18 AM

To "John Farrell" <jwfarrelljr@hotmail.com>, "Art Rugg"
<arugg@londonderrynh.org>, "David Caron"
<dcaron@londonderrynh.org>

cc

bcc

Subject FW: Nutfield publishing

History:

✉ This message has been replied to.

Good Morning:

Deb Paul would like to serve on the Regional Economic Steering Committee. So far, we have interest from Steve Young, Don Moskowitz and now Deb Paul. We can have two members and an alternate. Actually, that was the request from SNHPC.

Let me know your thoughts. I put together a list for Town Council based on your decision.

André

André L. Garron, AICP, Director
Community Development Department
268 B Mammoth Road
Londonderry, NH 03053

(V) 603-432-1100 Ext. 101
(F) 603-432-1128
(EM) agarron@londonderrynh.org

-----Original Message-----

From: Deb Paul [mailto:dpaul@nutpub.net]
Sent: Friday, September 04, 2009 10:47 AM
To: Andre Garron
Subject: Nutfield publishing

Good morning

I would like put my name is as a volunteer for the regional economic development Steering committee.

Thank you

Deb paul

--

Debra Paul
Owner/ Publisher
Nutfield Publishing
2 Litchfield Rd.
Londonderry NH 03053
603-537-2760
dpaul@nutpub.net
www.nutpub.net

"A pessimist sees the difficulty in every opportunity; an optimist sees the opportunity in every difficulty."

'Winston Churchill'



"Andre Garron"
<agarron@londonderrynh.org

>
09/08/2009 10:02 AM

To "David Caron" <dcaron@londonderrynh.org>

cc "Art Rugg" <arugg@londonderrynh.org>, "John Trottier"
<jrtrottier@londonderrynh.org>

bcc

Subject Appointment to Regional Economic Development Taskforce

Dave:

On behalf of the chairmen of the Planning Board and Economic Development Taskforce, I like to recommend to Town Council for membership consideration to the SNHPC- Regional Economic Development Steering Committee, the following individuals:

1. Steve Young-Member
2. Don Moskowitz- Member
3. Deb Paul-Alternate

I will be a non-voting staff liaison to this regional effort.

Thanks,

André

André L. Garron, AICP, Director
Community Development Department
268 B Mammoth Road
Londonderry, NH 03053

(V) 603-432-1100 Ext. 101

(F) 603-432-1128

(EM) agarron@londonderrynh.org



"Andre Garron"
<agarron@londonderrynh.org>

09/11/2009 04:13 PM

To "Deb Paul" <dpaul@nutpub.net>
cc "Art Rugg" <arugg@londonderrynh.org>, "John Farrell"
<jwfarrelljr@hotmail.com>, "David Caron"
<dcaron@londonderrynh.org>

bcc

Subject RE: Nutfield Publishing

Deb:

As I stated in my Sept. 9 email. You were the third person to submit your name for membership on the REDSC. Steve Young and Don Moskowitz were the first two residents to put their names in. Art Rugg, Planning Board Chair, requested that I forward the names to Town Council as I emailed to you on Sept. 9. The sequence of names were Art's recommendations to Town Council. Town Council makes the final decision.

André

André L. Garron, AICP, Director
Community Development Department
268 B Mammoth Road
Londonderry, NH 03053

(V) 603-432-1100 Ext. 101
(F) 603-432-1128
(EM) agarron@londonderrynh.org

-----Original Message-----

From: Deb Paul [mailto:dpaul@nutpub.net]
Sent: Friday, September 11, 2009 2:51 PM
To: Andre Garron
Subject: Re: Nutfield Publishing

Oh ok

By the way your note read it appeared that it was already decision
Thanks Again Deb

On 9/11/09 2:36 PM, "Andre Garron" <agarron@londonderrynh.org> wrote:

> Deb:

>

> You can certainly present your request to Town Council. I do not make this
> decision. I believe that Town Council will be taking this decision at its
> September 21 meeting.

>

>

> André

>

> André L. Garron, AICP, Director
> Community Development Department
> 268 B Mammoth Road
> Londonderry, NH 03053

>

> (V) 603-432-1100 Ext. 101
> (F) 603-432-1128

> (EM) agarron@londonderrynh.org
>
> -----Original Message-----
> From: Deb Paul [mailto:dpaul@nutpub.net]
> Sent: Friday, September 11, 2009 2:29 PM
> To: Andre Garron
> Subject: Re: Nutfield Publishing
>
> André
> Why would I be the alternate member, ii is my understanding that that
> decision was the councils. For I would like to be considered for the member
> position.
> Thank you
> Deb Paul
>
>
>
> On 9/9/09 9:09 AM, "Andre Garron" <agarron@londonderrynh.org> wrote:
>
>> Deb:
>>
>> I forwarded your name to Dave Caron, Art Rugg and John Farrell. You were
>> the
>> third person that voiced an interest in serving on the Regional Economic
>> Development Steering Committee (REDSC). The two others interested parties
>> are
>> Steve Young and Don Moskowitz. All three names will be forwarded to Town
>> Council for appointment consideration, Steve and Don as members and you as
>> an
>> alternate member.
>>
>> Thank you for interest in serving on the REDSC.
>>
>> André
>>
>> André L. Garron, AICP, Director
>> Community Development Department
>> 268 B Mammoth Road
>> Londonderry, NH 03053
>>
>> (V) 603-432-1100 Ext. 101
>> (F) 603-432-1128
>> (EM) agarron@londonderrynh.org
>>
>> -----Original Message-----
>> From: Deb Paul [mailto:dpaul@nutpub.net]
>> Sent: Tuesday, September 08, 2009 2:41 PM
>> To: Andre Garron
>> Subject: Nutfield Publishing
>>
>> Hi
>> Just checking in to make sure you received my request
>> for the being on the Regional Economic Development Planning steering
>> Committee.
>> Please let me know
>> Thanks Deb
>
>

Regional Economic Development Steering Committee

Kick Off Meeting

August 28, 2009
12:00 Noon to 1:00 P.M.

Southern New Hampshire Planning Commission
438 Dubuque Street
Manchester, NH 03102
669-4664

Conference Room

AGENDA

- I. Welcome/Introductions – David Preece, Executive Director, SNHPC
- II. Regional Economic Development Plan Scope of Work and Schedule – Jack Munn, Chief Planner, SNHPC (see attached)
- III. Role of Steering Committee and Memorandum of Understanding or Resolutions – Jack Munn, Chief Planner, SNHPC
- IV. Economic Assets Profiles – Brian DeGuzis, Intern, SNHPC
- V. Economic Development Survey – Jack Munn, Chief Planner, SNHPC
- VI. Next Steps:
 - Regional Economic Development Conditions Report
 - Infrastructure Inventories
 - Cluster/Market Analysis – RSP
 - Next Meeting – Set Date and Time

Kindly RSVP by August 24 to Brent Moore, 603-669-4664, which will be provided.



Southern New Hampshire Planning Commission

438 Dubuque Street, Manchester, NH 03102-3546, Telephone (603) 669-4664 Fax (603) 669-4350
www.snhpc.org

To: Steering Committee Appointments/Members
Town Administrators/City Managers/ Mayor/Council/Selectmen Chairs

From: David Preece, AICP, Executive Director
SNHPC

Date: August 10, 2009

RE: Regional Economic Development Steering Committee – Kick-Off Meeting

We are pleased to host the Kick-Off Meeting for the Regional Economic Development Plan Steering Committee scheduled for August 28th at 12:00 Noon (please see attached agenda).

Please circulate this memo and attached agenda to all prospective Steering Committee members undergoing in the appointment process by your municipality who we have not heard from yet.

Because of the importance of this project, we are also extending an invitation to all Town Administrators/City Managers/Mayor/Council and Selectmen Chairs to attend the Kick-Off meeting as well.

The Southern New Hampshire Planning Commission region is one of the largest and most populated regions in the state, and this planning process will help establish a framework for the region's future economic development planning.

Currently the towns of Hooksett, Goffstown, Bedford, New Boston and Weare, located within Hillsborough County, are not part of an established Comprehensive Economic Development Strategy (CEDS) process.

On the other hand, the towns of Auburn, Candia, Chester, Deerfield, Derry, Londonderry and Raymond, located in Rockingham County, are part of the Rockingham Economic Development District's established CEDS process.

We look forward to your attendance at the first Kick-Off Meeting and your participation in the development of this plan.



Southern New Hampshire Planning Commission

400 State Street, Manchester, NH 03102-3049 | Phone: 603-251-9800 | Fax: 603-251-9801
www.snhpc.org

June 30, 2009

To: Chairs, Mayor of all Governing Boards

RE: Regional Economic Development Plan Steering Committee

In July 2009, the Southern New Hampshire Planning Commission will begin work on developing for the first time an Economic Development Plan for the region. This plan will be developed in partnership with Metro Center -- NH, the Manchester Chamber of Commerce, the NH DRED, the Rockingham and Capital Region Economic Development Corporations, and all 13 municipalities in our region.

The aim of the plan is twofold: (1) to establish a cooperative framework for implementing region-wide economic development planning; and (2) to move the region into a strategic position to become one of the state's designated Economic Development Districts under the US Department of Commerce, Economic Development Administration (EDA). Currently, there are only two designated districts in the state -- the Rockingham Economic Development District and the North Country Council District.

Your participation in the development of this plan is important and will help to shape and formalize an ongoing organizational structure and a Comprehensive Economic Development Strategy (CEDS) for the region. This will help to better position all municipalities within the region in receiving EDA funding for priority projects.

At this time, we are requesting that each governing body appoint two representatives and one alternate from their municipality to serve on the Steering Committee. We realize that this appointment process will take some time and we would appreciate your assistance in making these appointments by the end of July 2009, if possible.

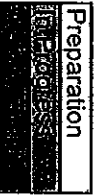
We plan to hold a kick-off meeting for the Steering Committee in August, and we believe the basic elements of the plan can be completed by May and an adopted plan achieved by June 2010. This project schedule will require active participation on the Steering Committee and attendance at a minimum of five regularly scheduled meetings over this time period.

Thank you for your attention to this request, and please do not hesitate to call or email me at DPrece@snhpc.org or Jack Munn at jmunn@snhpc.org if you have any questions.

**Proposed Work Schedule/Timeline
Regional Economic Development Plan**

Tasks	Month 2009/2010														
	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sept
Phase I: Steering Committee/Visioning/Public Participation Process/Plan Preparation/Adoption															
Establish Steering Committee															
Project Kick Off Meeting															
MOUs/Resolutions															
Scheduled Steering Committee Meetings															
Visioning Workshops															
Public Forum															
Preparation of Preliminary Draft															
Revisions to Preliminary Draft															
Public Hearing(s)															
Plan Adoption															
Final Plan Publication/Distribution															
Phase II: Economic Development Planning Elements															
Vision Statement/Goals/Objectives															
Municipal Economic Assets Profiles															
Regional Economic Data Analysis															
Public Infrastructure Inventories															
Industry Cluster/Market Analysis															
SWOT Analysis															
Economic Revitalization Zones (RSA 79-E)															
CEDS Endorsement															
EDD Geography Endorsement															
Economic Stimulus/Project Inventory															
Funding Sources Evaluation															
Business Incubator Analysis															
Implementation Strategies															
Grant Writing Assistance															

Key: Preparation



Proposal and Scope of Work

Regional Economic Development Plan In Partnership with Metro Center-NH

Overall Goal:

Develop a Regional Economic Development Plan that will move the Metro Center – NH from an advocacy role to an action-driven organization in promoting economic growth and development within the region.

Project Understanding:

Currently, Metro Center-NH is a partnership between the Southern New Hampshire Planning Commission (SNHPC), the Greater Manchester Chamber of Commerce (GMCC) and the New Hampshire Department of Resources and Economic Development (NH DRED) to encourage communities to look beyond their individual borders and to collectively promote the Greater Manchester region as a desirable place to live, work and play. As stated in the Metro Center – NH Strategic Plan, stakeholders within the organization have expressed interest in evolving from a concept-driven organization to an actual driver of economic development projects and services in the region. To accomplish this goal, specific actions, funding opportunities and capacity of the organization will need to be addressed and expanded.

Proposal:

Develop an Economic Development Plan for the region which expands upon the Metro Center – NH Strategic Plan (see attached) and sets forth an economic development strategy for implementing both short term and long-term economic projects and services.

Organization and Recipe for Preparing the Plan:

1. Establish an effective **Planning Advisory Task Force** with highly active participation ensured through adoption of Memorandums of Understanding (MOUs) with all municipalities and other agencies and stakeholders engaged in the process;
2. Prepare and update existing **Economic Assets Profiles** of each municipality, including demographic and economic conditions and infrastructure capacity as background information and aggregate this information to form an economic assets profile of the region. Some of these assets profiles have already been completed under the I-93 Community Technical Assistance Program.
3. Conduct a **SWOT Analysis** of the region identifying and evaluating existing strengths (positive, internal), weaknesses (negative, internal), opportunities (positive, external) and threats (negative, external) to economic development

considering a variety of factors, including business climate, workforce and education factors, the environment and infrastructure capacity.

4. Working with municipalities and existing local economic development committees, councils and committees, develop an inventory and maps of potential areas and properties eligible under RSA 162-N for **Economic Development Revitalization Zone (EDRZ)** designation. Share results with municipalities and offer to provide assistance in seeking/applying for state approved EDRZ designation.
5. Working with municipalities and existing operators and service providers develop an inventory and maps of the region's existing and future **Public Infrastructure System** - consisting of water and sewer service areas, available capacity and planned facility improvements, including planned and proposed transportation projects within each municipality which will benefit the region as a whole.
6. Conduct a **Cluster Analysis** of the region's existing businesses comparing local industry employment share to national averages and looking for both vertical and horizontal linkages and relationships between various industry groups, including the need for transportation, workforce skills, housing, education, utilities, and other factors which indicate why certain industry groups are more successful than others in locating or expanding within the region.
7. Utilizing the Economic Assets Profile, SWOT and Cluster Analysis, conduct a series of **Visioning Workshops** designed to discuss the findings, trends and observations and identify new opportunities, strategies and actions for project development and implementation. This should also include a review of the Metro-NH existing Mission Statement, Goals, Objectives, Strategies and Action Recommendations.
8. Prepare an **Implementation Strategy** outlining action recommendations and project development and funding opportunities, both short term and long term. Some of these strategies could include:
 - **Economic Stimulus Package Inventory** -- Working with municipalities and existing local economic development committees, councils and committees, develop a region-wide inventory of local and municipal projects that are eligible for funding under the American Recovery and Reinvestment Bill of 2009. This inventory would include priority "ready-to-go projects" defined as those projects that can be contracted within 120 days of funds being made available.
 - **Provision of Grant-Writing Assistance** -- Working with municipalities and existing local economic development committees, councils and committees, develop a program for grant-writing assistance in preparing and applying for Economic Stimulus grants. These targeted grants include: energy efficiency, expansion of broadband in rural areas and infrastructure (including roads, bridges, and water, wastewater and storm-drainage related infrastructure).

- Business Incubator Development**
 Working with municipalities and existing local economic development committees, councils and committees, identify properties, buildings and property owners willing to establish potential business incubator projects and offer assistance in grant writing to secure funding from such sources as the Community Development Finance Authority (CDFA), NH DRED, and the US Economic Development Administration to implement or expand local business incubator development.

Proposed Budget and Estimated Cost:

Work Tasks	Estimated Total Cost*	Estimated SNHPC Hours	Contracted Services
Research and Writing Plan	\$15,000	300	
Staffing Advisory Task Force	\$2,500	50	
Prepare Economic Profiles	\$7,500	150	
Conduct SWOT Analysis	\$5,000	100	
Identify Economic Development Zones	\$10,000	200	
Identify Public Infrastructure	\$10,000	200	
Conduct Cluster Analysis	\$10,000		\$10,000
Facilitate Visioning Workshops	\$5,000	100	
Prepare Implementation Strategy	\$5,000	100	
Total – Plan Development	\$70,000	1,200	

*\$50/hr

Project Schedule

It is estimated that development of the Regional Economic Development Plan from start to finish will take approximately ten months to complete. Implementation of stimulus package inventory would take up to 3 months to complete; grant writing would be an ongoing service; and business incubator development would take between 6 months to 1 year, depending upon securing necessary grant funding.

Immediate Press Release

Regional Economic Development Plan
Southern New Hampshire Planning Commission

On August 28, 2009, the Southern New Hampshire Planning Commission will be sponsoring a Kick-Off Meeting to develop for the first time an Economic Development Plan for the region.

The purpose of this plan is to set forth an economic development strategy for the region for identifying and implementing both short-term and long-term economic projects and services and to expand the role of the Greater Manchester Chamber of Commerce Metro Center-NH economic development initiative from an advocacy role to an action-driven organization in promoting economic growth and development of the region. The Regional Economic Development Plan will also provide opportunities for the public and all thirteen municipalities within the region to come together to collectively promote the Greater Manchester region as a desirable place to live and work as well as discuss economic issues and needs of regional importance.

Currently, a Regional Economic Development Plan Steering Committee is being formed and municipalities are appointing two representatives and one alternative to serve on the committee. This Steering Committee will help guide the development of the plan as well as frame discussions around a variety of topics including the region's current economy and recent trends, regional economic strengths and weaknesses, employment, population, housing, transportation, infrastructure, communications, etc.

Copies of the work plan and schedule for preparing the Regional Economic Development Plan are available at SNHPC's website at: www.snhpc.org

If you would like to participate or have questions about the plan, please call us at 669-4664.

You can also mail your comments to us at:

Southern New Hampshire Planning Commission
438 Dubuque Street
Manchester, NH 03102-3546

A PROCLAMATION

WHEREAS...The (Municipality) recognizes that quality of life for many residents includes participation in social, cultural, and educational opportunities outside of our political boundary; and

WHEREAS... Employment and educational opportunities for many of our residents depends on a system of local, state, and federal roads and access to rail and air transportation that often extends past our boundaries; and

WHEREAS...The quality of life aspect of our community is enhanced by the many art museums, libraries, historic and cultural institutions as well as the entertainment and recreation opportunities that appeal to many different segments of our community are offered in our and nearby communities; and

WHEREAS...Many of our residents enjoy employment opportunities that are offered in our and area communities; and

WHEREAS...We recognize the efforts of many organizations and people to attract quality businesses, organizations, and enthusiastic visitors to our region as a cooperative on-going effort; and

WHEREAS...Our emergency services provided to residents and visitors often depend on the mutual aid and support of our neighboring communities; and

WHEREAS...The METROCENTER, representing regional municipalities, businesses, higher-education institutions, chambers of commerce, private and public agencies, is furthering the goals of our municipality and those of the region through collaboration, and the promotion of the region's quality of life to current and prospective employers, residents and visitors;

THEREFORE, We the (governing body) of (municipality) offer our encouragement and endorsement of the efforts of the METROCENTER and look forward to participating with other regional municipalities to provide a high quality regional environment in which to work, live, and play.

Signatures...

7/20/09

SOUTHERN NEW HAMPSHIRE PLANNING COMMISSION

ECONOMIC/MARKETING RESEARCH SERVICES

REQUEST FOR PROPOSALS

The Southern New Hampshire Planning Commission (SNHPC) is requesting proposals for economic/marketing research services to conduct a cluster/market analysis of the region. These services are needed to promote local economic development planning by assisting the SNHPC in creating an economic development plan for the region. This effort will build upon the cluster analysis prepared by AngelouEconomics for the City of Manchester and focus on the 12 surrounding municipalities located within the region. The goal is to provide the SNHPC and each municipality with a picture of the strengths and weaknesses of each community and the region as a business location; evaluate existing and future business clusters; and recommend target industries for each community and the region as a whole. Please provide all information specifically requested within this RFP and any other information that your firm feels would be beneficial in the selection process. The proposal should be limited to ten (10) pages, including resumes and project documents.

See the complete RFP. ²

Proposals are due no later than August 21, 2009. Please submit proposals to:

David J. Preece, AICP, Executive Director
Southern New Hampshire Planning Commission
438 Dubuque Street
Manchester, NH 03102

Or by e-mail to DPreece@snhpc.org

Arthur Rugg/BOS2/VRTX
09/28/2009 12:46 PM

To planning board
cc
bcc
Subject Fw: Eco Dev Appointment

I have attached (below) the Task Force Steering Committee August 28th, 2009 meeting information packet that Andre E-mailed to me on 9/2/2009. In it you will find an initial communication to all Selectmen/Town Council Chairs and Mayors of Board of Alderman announcing this Task Force and asking for members. The date of it is June 30th, 2009. This is the length of time the Town Council Chair (and I don't know how many of the full Council) were aware that appointments need to made for the Task Force Steering Committee.

Art

John Farrell <jwfarrelljr@hotmail.com>
09/28/2009 11:23 AM

To
<planningboard@londonderrynh.org>
cc

Subject
FW: Eco Dev Appointment

From: jwfarrelljr@hotmail.com
To: planning_board@vrtx.com
Subject: FW: Eco Dev Appointment
Date: Mon, 28 Sep 2009 15:19:17 +0000

Good morning all,

Per the request of the Chairman Art Rugg

Art asked me to send you all an e-mail regarding the events that transpired at last Monday's town council meeting. Both Art and I were in attendance at the meeting for the presentation to the TC of the Eco Dev plan by Gary O'Neil. The plan was well received only councilor Farmer asked any questions. Just so you know he is a member of the ECO Dev task force and the CIP which the same members cover both areas. Unfortunately he has not attended any of the meeting in the past 6 plus months so it was

his first time seeing the presentation. So on with the story.

Below are the e-mails that were sent regarding this task force. The original one from SNHPC was sent to all town managers, PB Chairmen & TC Chairmen, plus all Planning commissioners. In our case some notable names are Deb Paul, Dave Caron, Mike Brown, Art Rugg (I asked Tim to highlight all on the names I missed and put a copy in the read file) Andre's e-mail was sent to all of us plus School Board members Steve Young, Ron Campo, Budget Committee member Don Jorgensen and Councilor Brian Farmer.

Over a 2-3 week period we had 2 volunteers raise their hand which was a pleasant surprise since these meetings were during the day once a month for the next year. Andre brought Don Moskowitz and Steve Young's names to the Eco Dev Committee meeting on September 3rd and the folks told him to proceed. All members except Councilor Farmer were in attendance. In that meeting Deb Paul who was attending as a citizen was sitting next to me and stated I would have put in for that position but I thought it would be a conflict of interest. I stated that I was not sure if it was or was not a conflict. But like we all do with everyone I encouraged her to submit her name to Andre if she was still interested. She sent her name to Andre and he forwarded all 3 names to Art and he submitted them in the order received to the TC since they are the appointing authority. Don & Steve as full members which were the only names presented to the committee and Deb as the Alternate with her late submission.

The agenda item that was last for the TC last Monday was to appoint them to represent Londonderry on this adhoc taskforce. At the time of the discussion Art & I were in the hallway and moving towards the parking lot. Completely unaware of any issue. As reflected in the minutes Councilor Farmer & O'Keefe received an e-mail from Deb Paul prior to the TC meeting that she was unhappy with the process and that she should have been interviewed for a full position. (You would have thought that since Art & I were in the room all night some could have mentioned to us that they had questions about the appointments) If they had simply said could someone please see if the PB guys are still outside or they would have had the courtesy to let us know we were needed for a discussion we both could have participated. But instead they decided to question the process and made claims that this was not handled correctly. (I think it is at the 2:30-2:45 timeframe of the meeting, times are the length in hours)

Thus they are now sending it back to the Planning Board for advertising, interviewing etc. Art & I discussed this with Chairman Brown Thursday night, he said a lot of things which are not meant to be shared on e-mail, but did comment that he did not have an issue with the process and as far as he was concerned just send it back and we should appoint. (If you want to know what was said please call Art or myself and we can discuss privately)

That leaves us with 2 choices.

1. We can just send it back the way it was originally sent by Art which was the process we ran by Dave Caron originally.
2. We Advertise the positions, conduct interviews and then send names back to the TC. This will probably take us until early December between proper notices and the current agenda already in place for October.

Art and I have discussed this multiple times and see no other way because of the accusations made by the TC that we have to look very hard at option 2 at our next meeting under administrative board work.

Couple of other things Art is looking into that we have received nothing official from the TC asking us to do anything. The reason we need to look at this quickly is that this taskforce has already started and we would like to work as partners with the other towns.

If you did not receive the first e-mail down below under planningboard@londonderrynh.org please let me know so we can make the correction.

Sorry about the long e-mail we wanted to make sure you knew everything we did at this time. Art, please add in anything I left out.

John
603 289 2011

Subject: FW: Regional Economic Development Steering Committee Kick-Off Meeting
Date: Thu, 13 Aug 2009 13:12:38 -0400
From: agarron@londonderrynh.org
To: PlanningBoard@londonderrynh.org; bfarmer@londonderrynh.org; djgeorge@prodigy.net; jwfarrelljr@hotmail.com; jfarrell@londonderrynh.org; rbrideau@londonderrynh.org; ronald_campo@nexteraenergy.com; seyoung@imageability.com
CC: dcaron@londonderrynh.org

Planning Board & Economic Development Taskforce:

SNHPC is looking for two (2) elected or appointed representatives from Londonderry to serve on its Economic Development Steering Committee (See attached information on responsibilities). If interested please forward your names to the chairman of your respected Board/taskforce and chairmen please forward those names to Town Council through Dave Caron, Town Manager.

Thanks,

André

André L. Garron, AICP, Director
Community Development Department
268 B Mammoth Road
Londonderry, NH 03053

(V) 603-432-1100 Ext. 101
(F) 603-432-1128
(EM) agarron@londonderrynh.org

From: Linda Moore [<mailto:LMoore@snhpc.org>]
Sent: Thursday, August 13, 2009 9:52 AM
To: Alan Brigham, US Dept. Commerce, Economic Dev., ME (Agency); Andrea O'Brien (NH Small Business Dev. Ctr.) (Agency); Bradley Benson, Derry (Alternate); Carol Granfield, Hooksett; Charles "Stoney" Worster, Auburn; Chris Way, NH DRED (Agency); Dan Reidy, Goffstown; David Boutin, Hooksett; Gary Stenhouse, Derry; George Sioras, Derry; Henry Bechard, Bedford; James Lagana, Auburn; Jay Minkarah, City of Manchester (Agency); John Cole, Candia; Keith Moon, Hooksett; Kristi Hartley, NH DRED (Agency); Laurel Bistany, REDC (Agency); Matt Monahan, Goffstown; Michael Skelton, GMCC (Agency); Paul Goldberg, Bedford; Ronald Poltak, Auburn; Scott Komisarek, Candia; Steve Epstein, USDA, Rural Development (Agency); Steve Heavener, CRDC (Agency); Tony Marts, Goffstown; William Dermody, Bedford; William Sirak, Metro Center-NH (Agency)

Cc: Burton Reynolds, New Boston; Christopher Rose, Raymond; Cynthia Heon, Deerfield; David Caron; Frank Guinta, Manchester; Fred Kelley, Candia; Patricia Martin, Chester; Russell Marcoux, Bedford; Susah Desruisseaux, Goffstown; Thomas Clow, Weare; William Herman, Auburn; David Dickson, Hooksett; Frank Bourque, Raymond; Gordon Carlstrom, New Boston; Mike Brown; Michael Izbicki, Bedford; Michael Lopez, Manchester; Rick Metts, Derry; Russell Sullivan, Auburn; Arthur Rugg; Barbara Griffin; Beverly Ferrante; Bill Stergios; Brent Armstrong; Brian Chirichiello; Cynthia J. Robinson; Daniel P. O'Neil; David Gomez; Deborah Lievens; Debra Paul; Dick Marshall; Donald Moskowitz; Edward P. Moran; Elias "Skip" Ashooh; Elizabeth Kruse; Frederick McGarry; Gile Beye; Gretchen Gott; Harold Newberry; Henry C. Boyle; Ian McSweeney; Jack Dowd; Jean G. Methot; Jo Ann duffy; Joel Olbricht; Jonathan Wood; Karen McGinley; Kevin McCue; Michael Izbicki; Michel Jolin; Ray Clement; Robert Mackenzie; Ronald F. Poltak; Sharon Carson; Terry Knowles; William Duschatko; John Munn; David Preece; Andre Garron; Denise Royce, Auburn; Ernest Creveling, Raymond; Gerarld Coogan, New London; Jane Boucher, Deerfield; Leon LaFreniere, Manchester; Mary Girard, Candia; Naomi Bolton, Weare; Nicola Strong, New Boston; Pamela Goucher, Manchester; Rick Sawyer, Bedford; Sharon Carrier, Candia; Tim Thompson
Subject: Regional Economic Development Steering Committee Kick-Off Meeting

Good Morning,

Attached please find documents for the Kick-Off Meeting to be held August 28 at 12:00 noon.

Please let me know by August 24th if you are able to attend so we may order the correct number of lunches.

Thanks and regards,

Linda

Linda Moore
Office Administrator
Southern New Hampshire Planning Commission
603-669-4664
www.snhpc.org

Insert movie times and more without leaving Hotmail®. See how.
Lauren found her dream laptop. Find the PC that's right for you.
Insert movie times and more without leaving Hotmail®. See how. [attachment "REDCS August 28 Meeting.pdf" deleted by Arthur Rugg/BOS2/VRTX]
[attachment "Cover Reg Econ Dev Steering Committee Kick Off Aug 09.pdf" deleted by Arthur Rugg/BOS2/VRTX] [attachment "Proposal and Scope of Work REDSC (Revised July 09).pdf" deleted by Arthur Rugg/BOS2/VRTX] [attachment "Proposed Schedule Reg Ec Dev Plan.pdf" deleted by Arthur Rugg/BOS2/VRTX]



Steering Committee Information 8 28 09.pdf



John Farrell
<jwfarrelljr@hotmail.com>
09/28/2009 11:23 AM

To <planningboard@londonderrynh.org>
cc
bcc
Subject FW: Eco Dev Appointment

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CC: dcaron@londonderrynh.org

Planning Board & Economic Development Taskforce:

SNHPC is looking for two (2) elected or appointed representatives from Londonderry to serve on its Economic Development Steering Committee (See attached information on responsibilities). If interested please forward your names to the chairman of your respected

Board/taskforce and chairmen please forward those names to Town Council through Dave Caron, Town Manager.

Thanks,

André

André L. Garron, AICP, Director
Community Development Department
268 B Mammoth Road
Londonderry, NH 03053

(V) 603-432-1100 Ext. 101
(F) 603-432-1128
(EM) agarron@londonderrynh.org

From: Linda Moore [mailto:LMoore@snhpc.org]

Sent: Thursday, August 13, 2009 9:52 AM

To: Alan Brigham, US Dept. Commerce, Economic Dev., ME (Agency); Andrea O'Brien (NH Small Business Dev. Ctr.) (Agency); Bradley Benson, Derry (Alternate); Carol Granfield, Hooksett; Charles "Stoney" Worster, Auburn; Chris Way, NH DRED (Agency); Dan Reidy, Goffstown; David Boutin, Hooksett; Gary Stenhouse, Derry ; George Sioras, Derry; Henry Bechard, Bedford; James Lagana, Auburn; Jay Minkarah, City of Manchester (Agency); John Cole, Candia; Keith Moon, Hooksett; Kristi Hartley, NH DRED (Agency); Laurel Bistany, REDC (Agency); Matt Monahan, Goffstown; Michael Skelton, GMCC (Agency); Paul Goldberg, Bedford; Ronald Poltak, Auburn; Scott Komisarek, Candia; Steve Epstein, USDA, Rural Development (Agency); Steve Heavener, CRDC (Agency); Tony Marts, Goffstown; William Dermody, Bedford; William Sirak, Metro Center-NH (Agency)

Cc: Burton Reynolds, New Boston; Christopher Rose, Raymond; Cynthia Heon, Deerfield; David Caron; Frank Guinta, Manchester; Fred Kelley, Candia; Patricia Martin, Chester; Russell Marcoux, Bedford; Susan Desruisseaux, Goffstown; Thomas Clow, Weare; William Herman, Auburn; David Dickson, Hooksett; Frank Bourque, Raymond; Gordon Carlstrom, New Boston; Mike Brown; Michael Izbicki, Bedford; Michael Lopez, Manchester; Rick Metts, Derry; Russell Sullivan, Auburn; Arthur Rugg; Barbara Griffin; Beverly Ferrante; Bill Stergios; Brent Armstrong; Brian Chirichiello; Cynthia J. Robinson; Daniel P. O'Neil; David Gomez; Deborah Lievens; Debra Paul; Dick Marshall; Donald Moskowitz; Edward P. Moran; Elias "Skip" Ashooh; Elizabeth Kruse; Frederick McGarry; Gile Beye; Gretchen Gott; Harold Newberry; Henry C. Boyle; Ian McSweeney; Jack Dowd; Jean G. Methot; Jo Ann duffy; Joel Olbricht; Jonathan Wood; Karen McGinley; Kevin McCue; Michael Izbicki; Michel Jolin; Ray Clement; Robert Mackenzie; Ronald F. Poltak; Sharon Carson; Terry Knowles; William Duschatko; John Munn; David Preece; Andre Garron; Denise Royce, Auburn; Ernest Creveling, Raymond; Gerarld Coogan, New London; Jane Boucher, Deerfield; Leon LaFreniere, Manchester; Mary Girard, Candia; Naomi Bolton, Weare; Nicola Strong, New Boston; Pamela Goucher, Manchester; Rick Sawyer, Bedford; Sharon Carrier, Candia; Tim Thompson

Subject: Regional Economic Development Steering Committee Kick-Off Meeting

Good Morning,

Attached please find documents for the Kick-Off Meeting to be held August 28 at 12:00 noon.

Please let me know by August 24th if you are able to attend so we may order the correct number of lunches.

Thanks and regards,

Linda

Linda Moore
Office Administrator
Southern New Hampshire Planning Commission
603-669-4664
www.snhpc.org

Insert movie times and more without leaving Hotmail®. [See how.](#)

Lauren found her dream laptop. [Find the PC that's right for you.](#)



Insert movie times and more without leaving Hotmail®. [See how.](#) REDSC August 28 Meeting.pdf



Cover Reg Econ Dev Steering Committee Kick Off Aug 09.pdf Proposal and Scope of Work REDSC (Revised July 09).pdf



Proposed Schedule Reg Ec Dev Plan.pdf



Deb Paul
<dpaul@nutpub.net>
10/07/2009 12:50 PM

To <Mbrown@londonderrynh.org>,
<kwagner@londonderrynh.org>,
<bfarmer@londonderrynh.org>,
cc
bcc
Subject Nutfield publishing

Good Day,

I heard at the Town Council meeting that The Planning Board will be considering their choices for the Regional Economic Development Committee today. I want to re-iterate my interest in serving on this committee. I know that I bring a lot to the table, as I have been committed to the Town of Londonderry in several capacities and in many roles over the past twelve years.

I was in attendance at the last regional meeting at PSNH, on 9-29-09. I was prepared to speak about my sincere interest to serve on this committee. I am enclosing 2 letters of recommendation for your review.

Feel free to contact me with any questions or concerns you may have.

Thank you for your time and consideration.

Deb Paul



Deb Paul EconDev Recommendation Letter[1].pdf debpaulrecline.doc

N|H|S|B|D|C
**Small Business
Development Center**

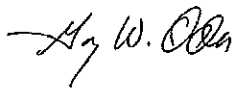
September 21, 2009

Regarding: Debra Paul, Owner/Publisher Nutfield Publishing, LLC

As a certified business advisor and a regional manager with the New Hampshire Small Business Development Center program, I have had the opportunity to work with Deb Paul on several aspects of her newspaper publishing business. It is abundantly clear, that Deb has a powerful perspective on the things that are necessary to bring economic activity and community participation to the Londonderry area. Deb has a deep knowledge of the community, the business and the political climate. She has developed a strong network with important members of the business and political scene and is able to leverage that network in support of many of her activities. She will be a strong and ethical advocate of small business and the consumer.

I would highly recommend Deb for any economic development role she might pursue in the area. Her drive, passion and knowledge of the community will make her a great asset.

Sincerely,



Gary Oden

Director, Keene SBDC

September 19, 2009

To Whom It May Concern,

This note should serve as a commendation of Deb Paul and her keen interest and qualifications regarding economic development in her community and her region. My acquaintance with Ms. Paul comes about through our mutual involvement in regional planning on the Southern New Hampshire Planning Commission and our mutual interest in regional economic development initiatives as the MetroCenter. The MetroCenter is a cooperative venture of Southern NH Planning Commission, the Greater Manchester Chamber of Commerce and the New Hampshire Department of Economic Development.

In addition to her involvement in these organizations, through her own business she has an in-depth knowledge of the workings of economic development within those communities her business supports. As a business person, she is vitally aware of the need for programs that will provide small businesses, the backbone of NH economics, with the financial resources for stability and growth. Indeed, she has been involved in community economic development not only as an observer but as a participant.

Her knowledge of the political and social networks that are so necessary for economic growth in a community should also not be overlooked. All of these attributes combined with an infectious enthusiasm contributes to making her a current and future force in economic development.

Sincerely,

David J. Danielson

Commissioner, Past Chair, Southern NH Planning Commission

President, New England Association of Region Councils