

## **MINUTES OF THE JUNE 15, 2010 ECONOMIC DEVELOPMENT COMMITTEE MEETING**

**MEMBERS PRESENT:** Chairman Bruno Federico, Selectmen David Canada, Town Administrator Paul Deschaine, Town Planner Lincoln Daley, Business Leaders Larry Foss, Elaine Blaney, Scott Zeller, Mike Houghton and Luke Pickett.

The meeting was opened at 7:00PM by the Chair.  
Mr. Federico provided a brief agenda which included:

- Introductions of committee members and guests
- Economic Development Committee (EDC) Charter
- An Historical perspective of the EDC
- Committee Objectives
- Goals
- Next Steps

### **I. Review of EDC Charter**

#### **a. Purpose**

- i. Promote desirable development to keep a diverse tax base
- ii. Engage in strategic planning and policy development
- iii. Make recommendations to create opportunities for development
- iv. Recommend programs to identify, recruit and retain desirable business
- v. Identify strategies and programs to increase housing types that meet the needs of the town
- vi. Promote initiatives that further the goals and objectives of the Town's Master Plan
- vii. Recommend action plans to create mixed use business districts
- viii. Support partnerships with other economic development organizations

b. Intent- EDC is committed to expanding the Town's economic base by providing a positive local business climate to attract trade and industry to our community

c. Reports to the Board of Selectmen

d. Term and membership (5) five regular members and (2) two alternates; initially with staggered terms; normal term is for (3) three years

e. Quorum (3) members

f. Meeting dates and times the third Tuesday of the month in the Hutton meeting room @7pm

g. Officers to be nominated and acted upon at next meeting on July 20, 2010

h. Meeting and records comply with all requirements of posting, minutes and access to public documents and meetings

i. Voting is formal and subject to simple majority rules

### **II. An Historical perspective**

a. Town Meeting Charter (established in 1996 with 2 alternate positions created by Town meeting vote in 2000)

b. Selectmen's needs

**MINUTES OF THE JUNE 15, 2010  
ECONOMIC DEVELOPMENT COMMITTEE MEETING  
Page 2 of 3**

- i. Gather information and perspectives
- ii. Advise on business needs
- iii. Recommend actions

III. Overview of Town Departments, Boards and Committees activities and responsibilities as related to commercial business interaction.

- a. Planning Board- site plan reviews, zoning
- b. ZBA- appellate board for zoning issues, special exceptions, variance requests
- c. Public Works Commission- water and sewer needs planning
- d. Conservation- hinders or encourages smart development?
- e. Building and Code Enforcement- business friendly?
- f. Assessing- fair and accurate

IV. Objectives

- a. Recommend policies and develop tools to encourage business development.
  - i. Enable
  - ii. Entice
  - iii. Drive initiatives
- b. Review Building permit fees
- c. Review town assessment policies
- d. Assist Workforce housing initiatives
- e. Assist Town revitalization initiatives
  - i. Gateway District
  - ii. Town center
  - iii. Mixed use District
  - iv. Industrial/Commercial

V. Goals

- a. Town Surveys
  - What are the Priorities
    - tax base expansion
    - services
    - help business create jobs
      - Desirable types
        - government sector
        - education
        - medical services
- b. Business retention and expansion
  - being business friendly
  - improve infrastructure
  - help provide provide water and sewer services
- c. Provide build-out analysis for the respective town zones

**MINUTES OF THE JUNE 15, 2010  
ECONOMIC DEVELOPMENT COMMITTEE MEETING  
Page 3 of 3**

- d. Determine potential Funding/Grants
- e. Gateway overlay district/historic village concepts
- f. Water source analysis currently being performed
- g. What can we offer to help create housing/jobs for our younger residents

VI. Next steps

- a. Develop potential surveys; What should the town be doing to help foster business development
  - i. Business survey
  - ii. Residential survey

How- UNH survey center

What- business needs, resident needs

Who- sponsored by the Economic Development Committee

Formats; Town Website, Mail, Informal forums with business and residents

- b. Commercial Retention Strategy
- c. Seek a Committee recording Secretary
- d. Next meeting Tuesday, July 20, 2010 at 7pm.

Respectfully Submitted,

Bruno Federico