



**Economic Development Committee  
Meeting Minutes  
Thursday, May 25, 2017**

Committee members in attendance:

Charlie Albano – Chair  
Christine Frost – Citizen at Large  
Michael Amaral - Conservation Commission Rep.  
Ginger Marsh - Sugar River Bank/Business Rep.  
Joe Mendola – Business Owner  
Daryl Parker – Business Owner  
Peter Anderson – Planning Board Member  
Clyde Carson – Selectman’s Representative

Others Present: Rick Davies

**1. Meeting Minutes**

A motion was made and seconded to approve meeting minutes dated April 25. Motion passed unanimously.

**2. Meeting Schedule**

The Committee will meet next on June 19 beginning at 6:00 pm.

Charlie contacted Mike Tardiff from Central NH Regional Planning Commission and asked Mike if he could do a presentation to the Committee. The plan is to have Mike attend the June 19<sup>th</sup> meeting.

Charlie also received an email from the Town Administrator asking if a Committee member would be interested in being the town's representative to the Regional Planning Commission's CEDS project (Comprehensive Economic Development Strategy). Charlie said he is interested. Clyde will let the Selectman’s office know of Charlie's interest.

**3. Meeting Business**

- A. The Selectmen were very pleased and encouraged to move ahead he Economic Development Committee.
- B. The EDC will grow from 7 members to 12 members. The Selectboard did suggest to give them the criteria that the Committee would like to add more members to the Committee. Once the criteria is reviewed by the Selectboard the website will solicit members. Daryl asked if the members need to be from Warner. Charlie said that wasn't discussed but it seems like they should be a member of the community. It was asked if a property owner only, falls under the criteria, clarity is required. Charlie recommends identifying the types of things they would like to see from the Committee members and then he will send it to Clyde who will have it clarified. Clyde said from the Selectboard, they want to know which members will continue which will result in the open positions. Charlie said all wish to continue leaving 5 new positions with 2 year terms. Daryl suggested one business owner should also be a member the Chamber of Commerce, Daryl said he can be that representative. Daryl is also pushing for the Chamber to have a town representative on the Chamber's Board. Darryl also suggested having someone who is an employer. Charlie recommended involving a younger generation and someone from tourism.
- C. Charlie asked Darryl if he had the business list. Daryl wanted clarification on what list the Committee wanted to see and he suggested employer list versus business. He can sort better by using employer with 2 or more employees and then if a business owner is missed there will be a way for them to notify the Committee. Daryl will have it for the next meeting.
- D. Charlie talked about a business incubator where several small businesses are in one building sharing the cost of the building.

- E. Charlie reported that the Selectboard did not appoint the current members to the Economic Development Committee. The Selectboard thought the appointments should wait until there is a full Committee. Some members thought that may take a few months to achieve. Clyde said he will suggest to the Selectboard Chair to appoint the Committee as is showing the openings.
- F. Charlie would like to have at the end of this meeting an agreed process the Committee will go through with activities and tasks for the next 12 months. There will be four Committees set up as follows:
- Organizational Education – Christine and Michael
  - Business Retention & Expansion – Daryl and Ginger
  - Business Development – Joe and Peter
  - Tourism – Charlie
- Daryl suggested including time-lines as well. Clyde said any item that has a dollar value, such as brochures, upgrading the website, will need to come before the Selectmen during the budget process that begins in September. Clyde will forward the budget dates to Charlie.
- G. Daryl asked Clyde if the Selectboard sees this Committee filling the roll of a Website Committee that was discussed in the past. Clyde said the talent for pulling it together is in this Committee.
- H. Daryl said last year the Planning Board put forward the implementation of the digitization of the GIS records to be hosted on-line, that was a \$15K budget expense that was shot down. Daryl asked where did it get shot down, by the Budget Committee? Clyde said he didn't think it made it that far. Darryl said from an Economic Development perspective, it's a high value asset. Daryl asked Clyde how the process works. Clyde said if it's this group or the Planning Board, it has to be sold to the Selectboard. This project is listed in the CIP as well.
- I. Christine is struggling with the website, this is not a request of this Committee, it is an essential function of the town. She is struggling with it being a request by this Committee because.... Clyde said someone has to help the Selectboard get there. Charlie asked without this Committee, is the revision of the website a priority of the Selectboard? Clyde said the Board tried once and put it on hold until this Committee was formed. Daryl talked about trying to upgrade the website with no budget, are there alternatives in the market place. Christine feels it's critical that we actually start communicating about what we are doing before we ask for money. Daryl does feel the CIP request from the Planning Board, digitization of the tax cards and mapping, the Committee should get behind it and push for it. Money has been already been invested it's just not publicly visible to the internet, the records have been digitized, the cost is \$15K which includes the first two years of hosting. Charlie asked Daryl to take this on as it relates to economic development.
- J. Charlie said the Sub-Committee Chairs are Joe, Daryl, Christine and Charlie. The idea is to have 3 people on a sub-committee. Charlie asked the Chairs if they are okay taking the format Charlie passed out and coming to the next meeting identifying priorities for 12 months, with markers every 3 months. Christine will take the lead on the website development. Christine recommends meeting with the businesses for feedback as well. Christine will also meet with the businesses on her own.
- K. At the next meeting Charlie wants to look at what the Committee is doing as far as the priorities and which ones are identified to move forward.
- L. Michael had a suggestion regarding the two year terms for EDC members. Michael suggested the current members term should have started when this Committee first met, this would be one way to stagger the terms. Darryl asked why 2 years instead of 3? Charlie thought he heard a concern about 3 year commitment. Ginger agreed that the commitment should be for 3 years. The Committee members agreed to a 3 year term.
- M. Daryl talked about the Village Parking Plan. The thought on the plan is to create a parking plan in conjunction with the Planning Board that would establish a Village District for parking. This way a business that is introduced to the Village would not need to go through a parking challenge, the entire Village would have an established parking requirement and then the Planning Board can assess if the new applicant impacts the parking requirement. Right now each applicant to the Planning Board has to come up with their own parking plan. The question now is how do we do it. Darryl said the Planning Board Chair agrees there

is a need. Charlie asked what roll does the EDC have in recommendations in general. Peter said he doesn't think the Planning Board would have a problem receiving a recommendation from this Committee. Charlie feels the Committee would first need to go to the Selectboard. Christine said our authorities need to be established as well. Peter said so every time we want to do something we have to go to the Selectboard for permission? Peter feels that could be a cumbersome project. Rick Davies said there was a parking plan created about 10 years ago that can be found at the Selectman's office.

- N. Charlie said he has received several phone calls asking for his opinion as the Chair of the Economic Development Committee about the proposed indoor shooting range. Charlie said the good news is people are starting to recognize there is a Committee, his response was the Committee does not have the authority to recommendations at this stage.
- O. The next meeting is scheduled for June 19 beginning at 5:30 pm instead of 6:00 pm. Charlie will also invite Mike Tardiff from Central NH Regional Planning Commission.
- P. Daryl said he would like to know what the standard of conduct is for this Committee. Clyde said this can be created in the mission statement with the Selectboard's approval.

#### **4. Adjournment**

Meeting adjourned around 8:15 pm.

Recorder of the minutes: Mary Whalen