



## Economic Development Advisory Committee Meeting Minutes Wednesday, April 18, 2018

Charlie opened the meeting at 6:00 pm

Committee members in attendance:

Charlie Albano – Chair

Nancy Martin – Conservation Commission

Sarah Hansen - Agricultural

Peter Anderson - Planning Board

Emma Bates - Resident

Brett Ingold

Clyde Carson - Selectman's Representative

Will Minsinger – Resident

Joe Mendola - Business Owner

Marc Violette - Resident

Neil Nevins - Business Owner

### **1. Meeting Minutes**

A motion was made and seconded to approve meeting minutes dated March 20, with corrections. The motion passed unanimously.

### **2. Tourism Conference**

Charlie said there is an annual 2-day conference on tourism which he would like to attend if the Selectboard will approve the expense of \$119.00 for his attendance. Charlie gave the information to Clyde who will present it to the Selectboard. Clyde said there is another conference that may be coming up for the state by-ways which is kind of tourism related, you get a feel for what the state is doing with tourism.

### **3. Outside Feedback**

- A. Charlie said he is starting to receive emails from residents and members to let him know about "stuff" that is economic development related. For example an email was sent to Charlie from Tim Blagden who informed Charlie someone is looking for 25 acres in Warner to build a health facility close to I-89.
- B. The question back to the Selectboard is what is our role, does the EDAC take the lead, or does it happen through the Selectboard. It was agreed a procedure is needed. The EDAC has gathered information on commercial properties in Warner which includes 31 properties. The sub-committee made up of Peter, Joe and Marc could develop a process for such inquires as the 25 acres. Clyde said the Selectboard has limited authority for someone who wants to develop in town except to connect them with the right contact. In this circumstance you could put the person in contact with a Realtor to see if the land is available.
- C. Charlie referenced the Town of Hopkinton's website, they have an Economic Development site that has categories such as Let's do business in Hopkinton, The Planning Process, Regulations, etc. that may help frame the sub-committee's work. The web design should provide the necessary information for development. Charlie will forward the email about the health facility to Peter, Joe and Marc who will work together on who would be interested in this inquiry.

### **4. Signage**

Charlie mentioned that Dan Watts from Kearsarge Chamber said there was \$800.00 available for signage which Neil was going to take the lead on. Clyde reported that the Department of Transportation did not approve his sign proposal for the Exit 9 area. The next option is to have a Chamber of Commerce sign, an application and concept needs to be filed with the state. Charlie recommended Neil and Clyde return to the EDAC with the next stage to this development. Charlie said another area to consider for signage and information is Ordway Woods. Clyde said the kiosk at the Town Hall will be in need of a new home soon because that area will be used for vendor's.

## **5. EDAC Survey**

Charlie has sent the survey on to the Selectboard for comments. Distribution of the survey needs to be determined and is looking for suggestions. The town's Newsletter was one suggestion and on-line. Emma and Charlie will take the lead. Clyde said he will take the survey to the Selectboard to see if they want any changes and he will ask for them to respond by the end of next week.

## **6. Website**

Charlie will arrange another meeting in June with 3 of the web designers that have already presented to the EDAC to present again with the Selectboard in attendance as well. Charlie asked Clyde if he (Charlie) has authority to ask the current webmaster to create a web page for economic development. Clyde said he thinks Charlie can. Charlie talked to the town's Landuse Secretary who has web consulting and design experience and would like to be involved in the process. Charlie asked Clyde if permission is needed for the Landuse Secretary to participate. Clyde said he would talk to her.

## **7. Brochure**

The first week in May the brochure sub-committee will meet to hash out how they want the brochure to look and then they need a graphic designer to make the brochure look good.

## **8. Business Retention**

- A. Neil said he, Sarah, Clyde and Brett are the sub-committee. The approach Neil wants to take is to focus on growth, assets and capital. The first step is to create a community asset map and this looks to be a summer project. Charlie found there are a lot of businesses in town that don't have a website and he is thinking the town could sponsor a design seminar that would have an economic benefit. The Chamber is also doing work on economic development and he feels a representative from EDAC on the Chamber to stay connected would be beneficial. Marc said he was the President of the Chamber for several years and explained what his role was. Charlie asked for a member volunteer on the Chamber. Joe will look into the meeting commitment before volunteering.
- B. Charlie brought up the business incubator idea again using the Old Graded School's vacant spaces. Nancy will do some research on the usage and cost of the Old Graded School, Emma will work with Nancy as well. Charlie would like to know if there is available space for business incubator's.
- C. The EDAC talked about the housing problem in the area.

## **9. Meeting Schedule**

Next meeting is May 16, 2018.

## **10. Adjournment**

Meeting adjourned at 8:00 pm.

Recorder of the minutes: Mary Whalen