

FINAL MINUTES

EDC MEETING MINUTES

July 12, 2011

1. Call Meeting to Order

Chairman Barry Sandberg convened the meeting at 8:21 am in the Nowak Room of the Town Office Building. Other members present were: Secretary Beth MacDonald, Town Manager Russell Dean, Building Inspector Doug Eastman, Town Planner Sylvia von Aulock, Madeleine Hamel, Planning Board Rep. Kathy Corson, Treasurer Brian Lortie, and Karel Kunz.

2. Approval of minutes

One amendment was made to the minutes.

Mr. Kunz moved to approve the minutes of the June 28, 2011 meeting as amended. Ms. Hamel seconded. Vote: Unanimous.

3. Discussion/Action Items

a. New Business

Mr. Sandberg reported that RFP's for a visioning meeting facilitator was sent to 7 consulting firms and we received 3 back. After reviewing the submittals, Mr. Sandberg and Ms. Amport have decided to pursue 2 of them: Arnett Development Group and Jeffrey Taylor and Associates. Both of these firms have worked on projects in the Town of Exeter before, and both are in the price range that the Commission was comfortable with, so he will move forward with interviews. Ms. Amport will not participate in these interviews due to a professional conflict, so Mr. Sandberg is looking for volunteers to participate with these meetings. Ms. Von Aulock suggested giving the third bidder an opportunity to submit a lower priced proposal and be considered, but Mr. Sandberg said that the concerns that he and Ms. Amport had about the third proposal was not limited to the price. Mr. Kunz and Ms. Corson volunteered to participate in the interviews. Mr. Sandberg said that he hopes to bring the final candidate to the first EDC meeting in August, and that he hopes the visioning session will be shortly after Labor Day.

Ms. Field said that the Chamber of Commerce's Economic Development Commission will meet later today.

Mr. Kunz noted that the Boston Globe ran a very complimentary article about Michael Bergeron, the speaker that came to our last meeting. It was published on the front page of the July 8, 2011 edition.

b. Old Business: West Ex Update

Don Briselden emailed an update of the West Ex area as follows:

Russ, Bob and Don met with the Goupils. They are supportive and cooperative. They also agreed to having the Brownfields Phase I & Phase II environmental review conducted. Don passed out the general schedule and cost estimate. Theresa and Rip suggested that as we go forward that the environmental survey line item should be adjusted to reflect the actual costs. Phase I may cost approximately \$4,000 and Phase II \$16,000. Those costs to be determined at a future date. Also, the Hazardous Material Removal line item will need to be updated once the environmental assessments are complete. There are funds to assist with the removal on a 80/20 cost share basis (20% being the town's share). Rip will contact the Goupils and set up a review meeting in July. Note: Meeting set for Thursday, July 14 at 9:30, at the station.

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SST is willing to participate with the station project. They need to include the project work in their schedule one year in advance. There is good student interest; in assisting with the planning as well as hands on work. Hands on work could include demolition, landscaping, as well as carpentry. No painting. Margaret would like to meet with the committee once we have specifics to discuss. Bob also mentioned to two antique baggage wagons that are stored at the High Street Grocery. It may be possible to have SST work on restoring those as well.

Jennifer passed out the update bar chart schedule. The committee reviewed the schedule and made suggestions. Jennifer will update the schedule for our next meeting. Jennifer will contact NHDOT and check on the municipal agreement. Theresa is going to check to see about the timing for the GNC approval. Don mentioned that he is working on statement of design intent (also referred to as a site assessment document). It was noted the schedule calls for the Historic and Heritage Review. Julie offered to take the lead on those items.

Don initiated a discussion about the project management for the station project. In keeping with past discussions, the Town's Public Works Dept will take the lead as the project manager. Those present would continue to serve as project liaison with the PWD to represent town, citizen and RPC interests. There was some discussion about making the ad hoc committee an official town committee. It was agreed that such a step was redundant. The existing Station Committee can serve as the committee. The station committee will host the project meetings and post the meetings (most likely on a Tuesday or Thursday morning), usually once each month. The next meeting will be on August 16, 8:30 in the town offices. The station committee will still have its regular monthly meeting at 5pm at the chamber offices.

Rip will set up the environmental assessment review meeting with the Goupils. Jennifer will revise the schedule as well as contact NHDOT. Julie will take the lead on the historical review actions. Don will prepare the design intent document. Next meeting: August 16, 8:30 in the town offices.

There was also a brief discussion of West Ex actions. It is anticipated that there will be a community follow up meeting at Lincoln Street School in Sept. to update citizens on the station project and to discuss a new name to replace West Ex. The Chamber's economic development committee has expressed an interest in holding a Chamber meeting the same date, most likely in the am as a breakfast meeting. This item will be discussed further at the August 16th meeting.

4. EDC Subcommittee Reports

a. Executive- None.

b. Finance- None.

c. Governance and Regulations- Mr. Kunz said that he would like to work proactively on the Hawkers and Peddler's Ordinance. He notes that there are not a lot of requests for these permits, though. He said that the subcommittee will review vending permits of surrounding town; look at liability issues and definitions, so that if and when more vendors come to Exeter, we will be ready for them. Mr. Kunz asked the commission what they thought the EDC's role was in contributing to this ordinance. Mr. Dean stated that the EDC should offer a recommendation to the Board of Selectmen regarding things like the number of permissible vendors and the size. Ms. Von Aulock said that when she sees vendors in places like Portsmouth, Newburyport, or New York City, they are set up in public areas and do not take up any parking spaces. Ms. Field said that she thinks the vending ordinance needs to be looked at from a town wide perspective and not just a downtown or Swasey Parkway issue. In the future there could be vending opportunities in the Train Station area, Epping Road, Portsmouth Ave, etc. Mr. Kunz said that the subcommittee's feedback will likely be brought to the Board in August.

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d. Public Programs- Ms. Von Aulock said that she saw a video on the failure of a TIF district in Londonderry, and said that there needs to be a good education to the public if a TIF district is to be considered here in Exeter. Mr. Dean said that he spoke with the City Manager in Keene and that he thought that there are two very important things to consider in a TIF discussion: First, that you need good attractions for businesses, and that the process takes a long time, so you must be patient. Mr. Dean also noted that the amendment process at deliberative session prohibits anyone from changing a warrant article now other than the value of it. Ms. Von Aulock wondered if the CIP Committee should be adding an item for TIF funding. Mr. Dean said that if the funding request was under \$25,000 it could possibly be placed in the budget.

Mr. Kunz moved to submit a request into the CIP for a TIF funding request as a place holder for now. Ms. MacDonald seconded. Vote: Unanimous

Ms. Von Aulock said that this subcommittee will work to meet with both Keene and Londonderry to discuss their respective TIF District success and failure.

e. Marketing and Communications- None

f. Business Retention & Recruitment- None.

5. Meeting Schedule Review

The next meeting will be in two weeks, Tuesday, July 26, 2011 at 8:15am when the guest speaker will be Eric Chinburg, who is the developer who is working on the mill project in Newmarket.

6. Announcements-

Mr. Eastman said that he met with the HERON group regarding the ongoing sign issues and presented the proposed changes to the process for signs. Mr. Schidlovsky wanted to thank Mr. Eastman for working with the merchants on this issue. Mr. Sandberg also acknowledged Mr. Eastman and the Board of Selectmen in supporting the local retailers.

Ms. Hamel said that she and Mr. Dean are researching the possibility of an intern to help out.

7. Adjournment

Mr. Sandberg adjourned the meeting at 9:38.

Respectfully submitted,

Kelly Geis
Recording Secretary