

## **APPROVED MINUTES**

### **Exeter Economic Development Commission Business Retention & Expansion Subcommittee**

**July 31, 2012**

The Subcommittee meeting was called to order by Madeleine Hamel at 1:00 pm at the Town Office in the Wheelwright Room. Members present were Madeleine Hamel, Kathy Corson, Christine Davis, and Town interns Tom Lamb and Betsy Bilharz. Michael Schidlovsky came by at the close of the meeting.

Ms. Corson made a motion to approve the meeting minutes of June 7, 2012 and Ms. Davis seconded. The subcommittee voted to approve the minutes as drafted by Ms. Hamel.

Ms. Davis announced that she has accepted a position as Director of Economic Development for the City of Somersworth and would be resigning from the EEDC at the end of August due to conflict of interest.

The new Town interns introduced themselves and summarized their current projects.

Ms. Hamel reported on her meeting of July 26<sup>th</sup> with Ms. Lamb and Ms. Bilharz. A number of projects and assistance had been discussed to further the Business Community Outreach Project.

The subcommittee discussed and approved requests to have the interns access our 'Google Docs' file to review and merge the data from the members' business meetings into the Exeter Businesses and Properties database in an effort to keep it current.

Next the subcommittee discussed and approved a request to have the interns begin some in depth database analysis of the Exeter Businesses and Properties database. This will support outreach and marketing efforts, providing a focus by identifying Exeter's strengths and gaps in industries, employment, properties and facilities.

Last as we prepare the fall outreach plan, we requested that the interns provide us a working list of the businesses located in the ER Zone. The list will need to include property owners as well so we can include them in the next round of mail outs and meetings. Ms. Corson asked the interns to meet with Sylvia von Aulock, Town Planner, to obtain company name recommendations. Also, she reminded the interns as they worked on the Town EEDC web site page to include the ER Zone information. Ms. Davis suggested including Rob Barry from DRED when we meet with companies so he can explain the ER Zone program since she will not be participating in the meetings anymore.

The subcommittee discussed options for contacting and meeting with companies in the ER Zone, including sending letters out and having small group meetings with a few companies at a time.

The subcommittee discussed the need for additional volunteers and decided to approach some of the business people we have met with. We would like to have some people with local business experience.

We asked Mr. Schidlovsky if he had any suggestions where local employment data could be found. He suggested an online website called 'MANTA' which the Chamber had used as a source. We also asked him to let us know if he knew any business persons who might be interested in serving on the subcommittee.

We set our next meeting date tentatively for Thursday, August 23<sup>rd</sup>, at 8:30 am. With no further discussion, the meeting adjourned at 2:15 pm.

Respectfully submitted,

Madeleine S. Hamel, Chair