

WINDHAM ECONOMIC DEVELOPMENT COMMITTEE

Minutes - DRAFT

Windham Community Development Department Conference Room

May 13, 2011

Present: Chairman Ralph Valentine; Windham Community Development Director Laura Scott; members Sally D'Angelo, Bev Donovan, Paul Gosselin, Sy Wrenn and Bob Young, Phil LoChiato at 7:55 and Jay Yennaco at 8:20

Excused: Amy Spencer, Diane Wasilisian, Al Letizio

Chairman Valentine opened the meeting at 7:38 a.m.

Review of Minutes of April 7, 2011: Motion by Bob Young, seconded by Sally D'Angelo, to accept the minutes passed 5, 0, 1 (Sy Wrenn).

Discussion of status of action motions from April 7, 2011 meeting.

- Laura Scott presented the Committee's recommendation to the Selectmen that the town does not purchase the parcel of land located at 16 Roulston Road
- Ms. Scott also presented the Committee's recommendation to the Planning Board that they consider rezoning the parcel to non-residential in order to better fit the neighborhood
- Chairman, Ralph Valentine, met with the Chairperson of the Planning Board to express the Committee's offer to assist and support the Board in the design review process in lieu of sending a letter. Consensus of members was to forward a letter to insure it is entered into public record and available to all Planning Board Members.

Motion by Bob Young, seconded by Bev Donovan that Chairman Valentine, send a letter to the Planning Board Chairperson offering the Committee's support and help in the design review and zoning amendment process, passed 6, 0, 0.

Sy Wrenn offered to bring the letter to the Planning Board's attention at the next meeting.

Community Development Department Updates: Laura Scott passed out 3 member binder updates – Member list, 2011 Zoning Map, and Department Strategic Plan - and asked members to notify her of any edits to the member list and any questions/concerns/comments on the Department's Strategic Plan.

Selectman member, Phil LoChiato, joined the meeting at 7:55.

Department will be presenting a Fall Business Education Series and planning will begin in July.

Web Site is up and running. Please check it out and give Ms. Scott feedback.

- The Lobster Tail is the May Business Sponsor of the Month. Please take time to thank Mark
- Ms. Scott is seeking monthly business sponsors. Cost is \$150 for the entire month, ad is posted on every site page and only one business is allowed per month
- There is an interactive calendar for businesses & organizations to post business and community events

- Commercial real estate part will be up and running as soon as Ms. Donovan and Chairman Valentine test it and provide broker/realtor feedback

The Wall Street/Rte. 111 Corridor study will be done at end of June. Material from Wednesday Village area workshop is on town web page for those that did not attend. There was some discussion regarding the Village concepts and how they integrate into the Corridor Study.

Committee member, Jay Yennaco, joined the meeting at 8:20

Review of Upcoming Events:

- May 26th Networking 101 5:30pm at Searles School
- May 25th PB Workshop at 6pm on Deigns Guidelines and 2012 potential zoning changes to non-residential zoning districts
- June 8th 6pm ADA Compliance workshop
- June 18th B&H Oil Plaza Open House
- June 25th Village Bean “Best of NH” Party

Ms. Scott updated the committee on the tree cutting on Shaw’s property adjacent to the Village Green property. No plans have been filed nor discussions taken place re: development of the site. Cutting was done according to State and local regulations except for driveway access permitting and this has been addressed.

Chairman Updates – Strategic Planning: Chairman Valentine, presented the strategic plan draft prepared by the Strategic Plan Sub-Committee and opened the floor for discussion and member input. Consensus was to review the Goals as drafted, review the format and then the Strategies under each Goal, but not the details supporting each strategy. Ralph stated that the first draft is a bit lengthy, with a fair amount of overlap among the goals. Sub-Committee thinks the plan can be consolidated and looking for direction from EDC.

Consensus is that the format is acceptable with the addition of metrics/benchmarks to indicate goal achievement and use the Economic Development (ED) section benchmarks from the 2005 Master Plan as reference points.

Bob stated that the plan should take into account both the Master Plan and the CURP study. Laura suggested that the status of the CSS be checked with Con Com (adopted yet) ? Phil said that it not adopted, we could still use the CSS and mention that .

Chairman Valentine invited Bob Young to join the Strategic Plan SC and Mr. Young accepted.

Discussion of Goal 3, Strategy 1, *Set up an ambassador program*. Consensus was to insure the ambassador program followed a uniform and defined process.

Mr. Young left the meeting at 9:10AM

Motion to adjourn by Paul, second by Sy, 6,0 passed.

Respectfully submitted,
Bob Young & Ralph Valentine acting for Secretary, Amy Spencer