

WINDHAM ECONOMIC DEVELOPMENT COMMITTEE

Minutes - DRAFT

Windham Community Development Department Conference Room
August 12, 2011

Present: Chairman Bob Young; Amy Spencer, Secretary; members, Sally D'Angelo, Phil LoChiatto (Selectman), Sy Wrenn (Planning Board), Al Letizio, Paul Gosselin, Bev Donovan (GSCC) arrived at 7:46

Absent: Kathleen DiFrusia (Selectmen Alternate), Diane Wasilisian

Excused: Jay Yennaco

Chairman Young opened that meeting at 7:36 AM.

Chairman Young extended his thanks to Ralph, Jay, Amy & Diane for leading us through our first year as a town committee. Your informed guidance allowed us to build a foundation and positioned us to move forward strongly to accomplish our mission. The officers that served the committee for the first year and welcomed the new officers. He also thanked everyone for their support and confidence.

He expressed that we now have valuable information from our Survey and a Strategic Plan to provide an overall map to our objectives. We have an identity within the Town as a result of the Committee's participation and involvement in local governance and events

Our job, going forward is to flesh out our strategic plan with actionable steps to generate the respected and effective voice we need to achieve our mission. Then, of course we have to take those steps.

We have much to do and new (& improved) sub-committees will play an important role this year.

Review of Minutes of July 8, 2011:

Motion by Sally to accept the minutes of July 8th. Second by Ralph. Passed 6.4.2.

Survey – Bob Young

Phil LoChiatto expressed that he thinks the report is easy to read and told the story in a pretty good format. How do we capitalize on this and get it out to the general public.

Al stated that we will be able to use it as justification for our course of action due to the fact that the information was collected in a statistically significant manner.

Phil suggested that it would be a great document to incorporate into the Master Plan. Laura suggested that using the survey where it is applicable by the planning and zoning boards would be useful.

Al motioned to approve and accept the current draft of this report. Second by Bev. Passed 9.0.0

Sally asked if we should submit it to all the relevant boards if it hasn't been done already. Laura stated that it can be submitted to the boards.

Ralph motioned that we strike the sentence that singled out Cobbetts Pond. Bev seconded the motion. Phil, Al, and Sally felt it was best to leave it in. Failed 1.8.0

Phil motioned to accept the survey draft as written. Al seconded. Passed 8.1.0

Sally motioned that the survey be distributed to the relevant land boards; Zoning, Planning, Conservation Commission, Historic Commission, and the Selectmen in town with a cover letter. Second by Phil. Passed 9.0.0

Motion made by Bev to distribute this report to the local papers and publish on both websites after the it is distributed to the relevant land boards. Seconded by Ralph. Passed 9.0.0

Strategic Plan Ralph Valentine and Bob Young:

Bob suggested that a subcommittee be formed to help streamline and edit and flesh out the plan. A subcommittee that has public relations for #2 & 5. A subcommittee that has knowledge of the land boards to work on the other items. Phil suggested that the items be classified into land-use/outreach and assigned to the subcommittees accordingly.

Paul suggested that there are two key aspects of this being PR/Marketing/Outreach and the other is the hands on help with the next steps. Ralph mentioned that the PR piece might even go a step further towards recruiting and contacting potential businesses and landowners that would be interested in developing in town. Al was opposed to subcommittee creation to prevent agenda items becoming watered down and slowed down. Sally agreed with Al and said that perhaps the 8 items could be prioritized and then a subcommittee could be created to help execute the next steps.

Bob wants to work on the this strategic plans over the next 12 months. To see some tactics laid down and some mechanism, that we agree to as a committee, put into place to make that happen. Bob would like to have a couple of subcommittees formed to help identify and address action items.

Laura suggested that she can now take the adopted document and combine it with her action items so that we can identify what items that we are synced on.

Sally suggested items, 1 and 8 take precedent for the next meeting.

CIP (including meeting minutes review & adoption by Subcommittee) – Ralph Valentine.

Adopted the Subcommittee Meetings Minutes. 2.0.0

The Sewer Subcommittee met on July 25th charged with addressing. The committee decided that we not recommend that economic development put forth a request for a sewer study. They

decided that it is too late to take advantage of the 93 development and that there are serious capacity issues. A comprehensive and representative case can not be presented at this time due to lack of sufficient information.

There are still development projects at conceptual stage being discussed without sewer.

Paul motioned to accept this recommendation by the subcommittee. Second by Al. Passed 9.0.0

Bob thanked the subcommittee for their work on this item.

TRC Update – Paul Gosselin

New development proposed for Raulston Rd. for a company currently located in Salem. 30,000, 14,000 square foot buildings. Corporate Headquarters for Medicus that is going into an area that needs it. Paul suggested that we support and champion this project. Bob asked how Paul envisioned us doing this. Discussion ensued as to our process moving forward in regard to our attendance of Planning Board Meetings. Paul suggested that we only attend the meetings that are relevant to economic development. Phil agreed but said that consistency in regards to our attendance at all meetings that are relevant to WEDC should be paramount.

Community Development Department Update – Laura Scott

Selectmen have asked for our input on the land sale of Town Lot 16-R-740. Laura stated that she feels the town should sell it but it should be offered to the abutters first with the requirement that they merge it with their existing lots.

Phil motioned to support Laura's Statement. Paul second. 7.0.2

Member List – New members list was distributed for the Member Binder to be updated

Fall Business Education Series – To be cosponsored with Chamber again. In the planning stages for this and looking for Committee assistance. Bev and Amy volunteered to work with Laura and Chamber. 4 part series, 3rd Thursday nights 5:30-7:30pm September –December. Topics need to be finalized but will generally be – identity theft; capturing the buy local movement; how saving the environment will help your bottom line; and employment law. We will be working to secure locations, corporate sponsorship(s), and speakers. Al volunteered his facility. Based on the surveys from the Spring series, those that attended heard about events from email, web, and newspaper so we will not be doing a mailing to the local businesses.

September 10th – Business open house at Village Green. New dentist is doing soft opening 8/15 and wants grand opening 9/10. Having a green theme with Artistic Creations, Simply Wholesome, Green Sprouts Child Care and Artsy Names participating (hopefully). Will send out more info and the details are worked out.

Planning Board

August 31st 6pm Design Review Regulations Workshop – I will send out the draft document when it is available (8/24 est.). This is still in the workshop stage but public input is welcome

8/3 Impact Fee Workshop – Planning Board decided not to amend the Public Safety Impact Fees this year, which are the fees that non-residential developments pay, so there is no impact there. They are looking at the school fees.

2012 Town Meeting

Planning Board is in the subcommittee/workshop stage. Any item to be discussed at PB will be listed on the agenda (check Town web site). I will try to make sure to keep you in the loop. Currently, there are a number of items being worked on that WEDC may want to get involved in – parking of commercial vehicles at residences; parking regulations; sign regulations on lighting and electronic signs; commercial kennels; purpose sections for non-residential zoning districts; rezoning multi-zoned parcels.

Chamber Update – Bev Donovan

Business After Hours, Wednesday, 8/17/2011, 5:30 - 7:30pm at Icenter, 60 Lowell Road, Salem, NH. \$5 per person
Stay for FREE skating at the end of Business After Hours

Ralph left at 9:02am

Chairman Young Adjourned the meeting at 9:07 AM

Next Meeting, September 9th at 7:30am.

Respectfully submitted,
Secretary, Amy Spencer