

WINDHAM ECONOMIC DEVELOPMENT COMMITTEE

Minutes - DRAFT

Windham Community Development Department Conference Room
October 14, 2011

Present: Chairman Bob Young; members, Ralph Valentine, Sy Wrenn (Planning Board), Al Letizio, Paul Gosselin, Bev Donovan (GSCC), Laura Scott, Community Development Director

Absent: Kathleen DiFrusia (Selectmen Alternate), Diane Wasilisian,

Excused: Phil LoChiatto (Selectman), Jay Yennaco, Amy Spencer, Sally D'Angelo

Chairman Young opened the meeting at 7:37 AM.

Welcome:

Mike Bramley, UNH candidate for a Master of Public Administration degree, will be working in the Community Development office as an intern, assisting Laura Scott with the Adopt-A-Spot and Business Visitation programs.

Discussion Relative to Adoption of Strategic Plan:

Motion by Ralph to re-consider the August 12th minutes, Al seconded. Approved 6-0-0

Motion by Ralph, seconded by Paul to make no changes to the August 12th minutes and to close reconsideration. Approved 6-0-0

Motion by Ralph, seconded by Paul to adopt Strategic Plan as presented on August 12th. Approved 6-0-0

Minutes of September 9, 2011:

Motion by Al, seconded by Ralph to approve minutes of September 9th.

Bob suggested amending the Sub-committee Reports "Survey-Cover letter" section to read: "Chairman Young mentioned the cover letter he submitted to Planning Board with the Survey Report and change the first sentence of the TRC Update to read "2 items on September 13th that Paul intends to state *WEDC* support."

Al withdrew his motion to approve, Ralph seconded. Approved 6-0-0

Motion by Al, seconded by Ralph to accept minutes of September 9th as amended. Approved 6-0-0

Harvest Fest Update:

WEDC has a reduced role this year. Ralph will coordinate with Cheryl Haas and will follow up with members with the arrival time. Bev will bring tablecloth and decorations. Ralph will get the candy.

Meeting Frequency:

The committee preferred to keep the November 11th meeting date (Veteran's Day) as scheduled.

Discussion as to how to move forward with Strategic Plan. Bob reminded the committee that it was formed to be active, not passive. Sy said we need to be both active and proactive. Al suggested televising meetings; Paul suggested that we need to get WEDC agenda more in the public. Al suggested giving a report at the Selectmen's meeting. Bob said he is not sure what to bring forward to Planning Board.

Motion by Al to form a sub-committee to review Design Regulations, seconded by Ralph.

Discussion as to how the group would work: Ralph suggested WEDC requests the Planning Board slow down the process. Laura stated that the Planning Board has been working on the regulations since May and that the consultants have done what the Planning Board asked of them. The next workshop is scheduled for October 19th. Bev suggested going to the meeting to formally ask for a joint workshop meeting to fine-tune the regulations. Sy is frustrated by the process and thinks Planning Board should slow down.

Motion to form a sub-committee to review Design Regulations Approved 4-2-0 with Bob and Bev opposed.

Ralph and Paul volunteered to join the newly-formed sub-committee; Bob will send an e-mail to the rest of the committee for volunteers. First meeting to be held as soon as possible.

Motion by Paul, seconded by Ralph to have Bob formally request a joint workshop with the Planning Board to review regulations and that Bob send the request in writing. Approved 4-1-1 with Bob opposed and Sy abstained

Ralph and Bev will draft the letter in time for the next Planning Board meeting. Al suggested we address our concerns with the collective impact of the regulations.

TRC Update – Paul Gosselin:

Paul reported that the TRC Meeting had been cancelled.

Community Development Department Update - Laura Scott:

Mike Bramley has joined the department as an intern. He will be working to develop the Adopt-A-Spot and Business Visitation programs with Laura. The WEDC will work with the department on the kick-off in April, coinciding with Earth Day. Al said his business would be an Adopt-A-Spot sponsor. Al had concerns over some of the Business Visitation survey questions, preferring to have "ranges" for answers, rather than fill-in answers, as businesses tend to keep a lot of information confidential. Bev requested a question relative to employee travel time. Mike's goal is to make the visitation program available to all businesses and would like to see some of the businesses highlighted in the Annual Report. Al warned that businesses may be wary or working with local government and said we need to stress that the program is designed to help them. WEDC needs to show appreciation for the businesses. Laura would like additional feedback by Monday.

Budget Update – Laura Scott:

Laura gave a quick review of her departmental budget and told the WEDC that the Planning Board has obtained a grant from the RPC for the Village Center District.

Planning Board Update – Sy Wrenn:

There are a few parking and zoning issues going forward to March. Sy suggested the WEDC be proactive. Al asked Sy if there were any issues that stand out as needing our input specifically. Sy

mentioned that the Design Regulations are the most important. Laura did not think there were any issues that were particularly troubling. Sy will advise the group going forward.

Chamber Update – Bev Donovan

Business After Hours at Rockingham Park on Friday the 16th; Business Before Hours at Village Square Restaurant in Hampstead on November 3rd. Laura mentioned that Business Expo will be held in February in conjunction with Business After Hours and Career Day.

Motion by Al, seconded by Paul to adjourn the meeting at 9:15. Approved 6-0-0

NEXT MEETING
Friday, November 11, 2011, 7:30 AM

Respectfully submitted,
Bev Donovan