



OLD VALUES - NEW HORIZONS

COMMUNITY DEVELOPMENT

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Windham Economic Development Committee (WEDC) Approved Meeting Minutes Friday July 10th @ 7:30am Community Development Department

Attendance:

Present: A. Letizio (Chairman), E. Gallagher (Vice Chairman), R. Valentine, D. Morris, L. Walker, M. Oldenburg, B. Higgins, G. Garfield
Excused: P. Gosselin (excused)
Absent: B. Breton, B. Richardson, J. Desilets (not required)

L. Scott away - excused

Pledge of Allegiance:

A. Letizio started the meeting with pledge of Allegiance at 7:40 am.

Welcome:

Members of the committee introduced themselves for the benefit of fellow members – stated names, background, and role on committee.

Sub-Committee Overview:

A. Letizio facilitated providing a brief overview of the various WEDC sub-committees as a precursor to subcommittee appointments.

In summary:

Strategic Planning: Strategic plan was adopted. Questioned if this subcommittee is still needed at this time.

Infrastructure: Focuses on necessary infrastructure for Economic Development Including, but not limited to: water, sewer, roadways, gas, and energy.

Communications: Responsible for getting WEDC messages/activity/awareness to the public.

Land Use: Inventory and evaluate town parcels to identify unused areas and determine if they can be turned them into useful parcels.

Market Square: Grew out of Land Use sub-committee. Large parcel identified along (I-93 N and 111 W) as a potential opportunity for development. Market Square concept is focused on allowing development sensitive to the town's desires, while increasing town revenue through business tax income, improving quality of life through services offered, and guarding natural resources. Working with the Planning Board to define and propose zoning for the area.

Technical Review: Attends the towns Technical Review committee meetings for review of plans prior to going before the Planning Board. Usually no comments provided on residential plans. Focus is on commercial plans and reporting back to WEDC.

Election of Officers – Chair, Vice Chair and Secretary

Chair:

Motion: by R. Valentine to nominated E. Gallagher to serve as Chairman

Second: by B. Higgins

Discussion – Positive comments made about Ed’s demeanor and effective leadership style. Ed commented he does not have business obligations that would conflict with service as chairman and would gladly accept.

Vote: Unanimous (8-0)

Ed Gallagher took over the meeting as Chairman

Vice Chair:

Motion: by R. Valentine to nominate A. Letizio to serve as Vice-Chair

Second: by M. Oldenburg

Discussion – Al expressed that he is willing to serve, but highlighted that he will be off WEDC as the selectmen’s rep in March, as he does not plan on seeking re-election to the Board of Selectman.

Vote: Unanimous (8-0)

Note – Al will check if he needs a special waiver from the Board of Selectmen, as was previously necessary for him to serve as Chairman of WEDC.

Secretary:

Motion: by M. Oldenburg to nominate L. Walker to serve as secretary

Second: by R. Valentine

Discussion – none

Vote: 7-0-1 (L. Walker Abstained)

Summary Election of WEDC Officers: Ed Gallagher - Chairman

Al Letizio – Vice- Chair

Lisa Walker – Secretary

Meeting Minutes Review and Approve

WEDC Minutes from - May 8, 2015

Motion: by R. Valentine to approve 5/8/15 WEDC Minutes

Second: by M. Oldenburg

Discussion – R. Valentine requested a grammatical change be made to the last sentence of the infrastructure update to read “The cost for the ...”

Vote: 5-0-3 to approve as amended. (Al, Bob and Gary abstaining)

Approved

Strategic Planning Subcommittee Minutes - August 25, 2014

Discussion regarding if the committee is able to approve minutes given the WEDC members present do not provide a quorum of those in attendance at the subcommittee meeting. E. Gallagher to contact L. Scott about the protocol regarding approving minutes for strategic planning given limited members present.

Not approved – procedure question

Infrastructure Subcommittee – April 22, 2015 & May 20, 2015

Motion: by M. Oldenburg to approve both 4/22/15 and 5/20/15 Infrastructure Subcommittee Minutes

Second: by B. Higgins

Discussion: Regarding why they were not approved at the last subcommittee meetings? Explained that Liberty Utilities was a guest speaker and minutes were tabled until the next meeting.

Vote: 4-0-0 to approve as amended. (with members of the subcommittee present voting: Lisa, Bob, Mike & Ralph)

Approved

Communications Subcommittee– April 24, 2015

Issue regarding if the committee is able to approve minutes given the WEDC members present do not provide a quorum of those in attendance at the subcommittee meeting.

Not approved – procedure question

Land Use Subcommittee – April 23, 2015

Issue regarding if the committee is able to approve minutes given the WEDC members present do not provide a quorum of those in attendance at the subcommittee meeting.

Not approved – procedure question

Market Square Subcommittee – June 17, 2015 & June 24, 2015

Motion: by A. Letizio to approve both 6/17/15 and 6/24/15 Minutes

Second: by M. Oldenburg

Discussion – date should be 6/25 not 6/24

A. Letizio - Withdraw the “6/24 motion”, M. Oldenburg second withdraw

A. Letizio - New motion to amend to correct typographical error of meeting date from 6/24 to 6/25 and approve 6/25 minutes.

M. Oldenburg - second

Vote: 3-0-0 to approve (with members of the subcommittee present voting: A. Letizio, B. Higgins, & M. Oldenburg)

Approved

Summary of Meeting Minutes Review & Approve:

E. Gallagher to contact L. Scott about the protocol regarding approving minutes for sub-committees if limited members present – in particular: Land Use, Communications, Strategic Planning minutes.

Subcommittee Appointments

1. Infrastructure

Motion: by A. Letizio to appoint **R. Valentine, L. Walker, G. Garfield, and M. Oldenburg**

Second: by B. Higgins

Vote – Unanimous 7-0-0

Ralph to take the lead on setting up next meeting.

2. Communications

Motion: by L. Walker to appoint **D. Morris, B. Higgins, and E. Gallagher**

Second: by A. Letizio

Vote – 5-0-3 (with nominees abstaining)

WEDC encouraged communications sub-committee to seek and add community members

G. Garfield excused at 8:15

G. Garfield was asked if he would consider serving on TRC as well.

He will consider and let WEDC know at the next meeting.

3. Land Use

Motion: by B. Higgins to appoint **A. Letizio, B. Richardson, and M. Oldenburg**

Second: by L. Walker

Vote – 7-0-0

M. Oldenburg to reach out to **B. Richardson**

4. Market Square

Motion: by R. Valentine to appoint **A. Letizio, B. Higgins, M. Oldenburg and P. Gosselin and J. Desilets**

Second: by M. Oldenburg

Discussion: Regarding the selection of the selection of sub-committee chair and the protocol for populating subcommittees with non-WEDC members. As well as appointing people who are not present.

A. Letizio read from By-Laws:

- Subcommittee are established by WEDC
- Chair of the subcommittee must be a WEDC member and appointed by WEDC
- Members of the subcommittee need to be approved by WEDC
- Comply with RSA 91-A

Motion amended by R. Valentine to include **Kristie St. Laurent** on the Market Square sub-committee.

Amendment Seconded by M. Oldenburg

Vote – 7-0-0

5. TRC Representative

A Letizio noted that in the absence of a WEDC TRC representative, the responsibility falls to the WEDC Chairman (E. Gallagher).

R. Valentine noted we are waiting for G. Garfiled's decision, but he is willing to jump in for E. Gallagher and serve on TRC if necessary.

No Vote

6. 2015 Master Plan Phase II Chapter

Motion: by D. Morris to appoint **B. Higgins, R. Valentine, and E. Gallagher**

Second: by L. Walker

Discussion: Suggested to include J. Desilets and P. Gosselin

Motion Amended: by D. Morris to include **J. Desilets and P. Gosselin**

Amendment Second: by L. Walker

Vote – 7-0-0

Subcommittee Chair Appointments

1. Infrastructure

Motion: by B. Higgins to appoint **R. Valentine** as Chairman

Second: by M. Oldenburg

Discussion: none

Vote – 6-0-1 (R. Valentine abstaining)

2. Communications

Motion: by A. Letizio to appoint **B. Higgins** as Chairman

Second: by R. Valentine

Discussion: none

Vote – 6-0-1 (B. Higgins abstaining)

3. Land Use

Motion: by A. Letizio to appoint **M. Oldenburg** as Chairman

Second: by L. Walker

Discussion: none

Vote – 6-0-1 (M. Oldenburg abstaining)

4. Market Square

Motion: by B. Higgins to appoint **A. Letizio** as Chairman

Second: by M. Oldenburg

Discussion: none

Vote – 6-0-1 (B. A. Letizio abstaining)

5. TRC Representative – no action taken

6. 2015 Master Plan Phase II Chapter

Motion: by B. Higgins to appoint **P. Gosselin** as Chairman

Second: by A. Letizio

Discussion: none

Vote – 7-0-0

Summary of Subcommittee Appointment and Chairman:

Committee	Infrastructure	Communications	Land Use	Market Square	Technical Review Committee Rep	Master Plan
Members	R. Valentine L. Walker M. Oldenburg G. Garfield	B. Higgins D. Morris E. Gallagher	B. _____ M. Oldenburg A. Letizio	A. Letizio B. Higgins M. Oldenburg P. Gosselin J. Desilets	G. Garfield considering R. Valentine willing if GG not. E. Gallagher (role as chair) if no one	R. Valentine B. Higgins P. Gosselin J. Desilets
Chairman	R. Valentine	B. Higgins	M. Oldenburg	A. Letizio		P. Gosselin

GENERAL DISCUSSION:

1. Why were there no June WEDC meeting minutes?
Because there was not quorum and meeting was not held as a result in June.
2. Is Bruce Breton still on the Committee? Still interested in serving?
E. Gallagher, in capacity of WEDC chairman, will approach Bruce and ask if still interested in serving on the committee.
Mr. Letizio explained that Mr. Breton is concerned that his participation might create a quorum of the board of selectman.

Subcommittee Updates

Infrastructure:

Mr. Valentine updated WEDC on meeting with Liberty Utilities. 2/3 of Outages are caused by fallen trees and branches.

PUC rules state that only property owners can approve trimming of trees.

Mr. Letizio stated that perhaps highway safety should take this issue up.

REDC CEDS:

Report by Mr. Valentine. He was unable to make the prior meeting due to business travel

Communications:

Former chair has resigned from WEDC.

Mr. Letizio suggests that Communications create a schedule of monthly communication needs.

Market Square:

Mr. Letizio updated that Market Square grew out of Land Use sub-committee.

The committee has been working to create an ordinance for a specific group of parcels at the Route 111 and Route 93 interchange.

Motion by Mr. Letizio and seconded by Mr. Higgins for WEDC Chair to write a letter to the Planning Board requesting they put forth a Warrant Article to voters during March of 2016 elections approving a Market Square Overlay District.

Motion Approved 6-0

Board of Selectman Update

Mr. Letizio suggested that DOT join our next meeting to give update on opening of redesigned Route 111

Chamber of Commerce Update – Donna Morris

- Summer seminar education series
 - Branding your business
 - How to Network
 - Etc.
- The Chamber is also hosting several presidential political candidates as they pass through the state.

Motion to adjourn made by Bob Higgins and seconded by Mike Oldenburg

Approved 6-0

Next Meeting: Friday, August 14, 2015