

# **Minutes of the EDC Subcommittee on Nuts and Bolts**

**Thursday, March 15, 2018, 4:00 p.m.**

North Hampton Public Library

237A Atlantic Avenue, North Hampton

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The meeting came to order at 4 p.m. In attendance were Committee members Kirsten Larsen Schultz and Nancy Monaghan.

Ms. Monaghan had earlier provided a proposed update of the New Business Guide. She explained that at the last Economic Development Committee meeting, Kathleen Kilgore said there was some uncertainty at Town Offices about whether the Code Enforcement Officer/Building Inspector is the proper first point of contact. Ms. Monaghan explained that the next morning she called Acting Town Administrator Michael Tully to determine the concern so the document could be revised as necessary.

She said Mr. Tully explained the only concern was if someone dropped in to Town Offices to see the CEO/BI, given that he might not be there as he is sometimes out doing inspections and other work. Ms. Monaghan clarified with him that such concern could be eliminated with a change of the language, and Mr. Tully agreed.

Ms. Schultz and Ms. Monaghan discussed the proposed language change. Ms. Schultz suggested one change, given her personal experience going to see the CEO/BI: That it be clear to people who aren't ready to apply for a sign permit but just want some general advice that the CEO/BI is indeed the initial contact.

Ms. Monaghan said she would make that change and submit both the original version and the revised version of the New Business Guide to EDC Chairman Jim Better so the documents could be passed on to the Town Administrator for further review and refinement of the language to their liking. Once this is done, it can be distributed to the North Hampton Business Association and the landlords to give to their new tenants.

The minutes of the February 23, 2018 meeting were approved with one change to the spelling of Ms. Larsen Schultz's name.

The meeting was adjourned at 4:15 p.m.

**Minutes prepared 3/15/18  
by Nancy Monaghan**