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3 **TOWN OF NORTH HAMPTON, NEW HAMPSHIRE**  
4 **NORTH HAMPTON ECONOMIC DEVELOPMENT COMMITTEE**

5 **APRIL 3, 2019 5:00 PM**  
6 **NORTH HAMPTON TOWN HALL**

7 ***DRAFT MINUTES***

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10 EDC MEMBERS PRESENT: Chairman Jim Better, Rick Stanton, Kirsten Larson Schultz, Gary Stevens, Select  
11 Board Rep Kathleen Kilgore, Heritage Commission Rep Nancy Monaghan, Planning Board Rep Phillip E.  
12 Wilson

13  
14 EXCUSED: Joseph Bernardo, Leszek Stachow, Glenn Martin  
15

16 **AGENDA**

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18 Chairman Jim Better welcomed everyone to the North Hampton Economic Development Committee  
19 Meeting of April 3, 2019. He called the meeting to order at 5:04 pm, followed by the Pledge of Allegiance.  
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21 **Approval of the Minutes of the March 6, 2019 Meeting**

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23 Chairman Better stated that the meeting of March 6, 2019 did not get recorded. He said officially there  
24 was no video and they only had the agenda.  
25

26 Chairman Better said they had a stable committee for a long time, but Anthony Pastellis would no longer  
27 be on the committee due to illness. He said Rick Stanton would also be resigning from the board, and he  
28 announced that as of July he was expecting to leave North Hampton and would not be able to continue  
29 as Chairman of the Committee.  
30

31 **Ethics Statement for All Members**

32  
33 Chairman Better stated it was required by law that he read the preamble, but he had misplaced it and  
34 they would do that at the next EDC Meeting.  
35

36 **Review of Business Retention & Expansion Final Report**

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38 Chairman Better said the final report on Business Retention & Expansion for North Hampton had come  
39 out and he thanked Bill Maddocks and all the people at UNH for their work. He said it was an important  
40 part of their process in getting to where they were now in being able to create a vision of North Hampton  
41 for the future. He said in the report, UNH articulated 13 items that would become important, and Phil  
42 Wilson put together a cause and effect diagram showing their goal and where the needs are.

43  
44 Mr. Phil Wilson said he took everything they had done as a Committee and tried to put together a  
45 reasonable digest showing the effect they wanted to produce for a Village Center plan that would serve  
46 the best interests of North Hampton, and whether they were all necessary to do to achieve their objective.  
47 He said some things that came out of their work session he put at the bottom of the outline as he was not  
48 sure they fit with the Village Center objective. He said building numbers were in compliance with FEMA  
49 requirements.

50  
51 Mr. Wilson said they needed to consider establishing a part-time Economic Development Planner position  
52 which would facilitate plans assessing the benefits and risks of the Rail Trails development through Town,  
53 and summarize the Committee's discussions together in a way consistent with what they had talked about  
54 and would produce the result they wanted. Selectwoman Kilgore said it was reported in February at the  
55 NHBA annual meeting that Rails to Trails was happening, and she suggested they needed to be thinking  
56 of having a sub-committee to work that. Chairman Better said Jeff Hiller had sent a letter to the Select  
57 Board asking that he be on the EDC committee, and if approved, he had been deeply involved in Rails to  
58 Trails.

59  
60 Chairman Better said his vision of tonight's meeting was that they would volunteer to take on items. He  
61 said they should get the three people together from Staples, the old Chinese Restaurant, and the Mobil  
62 Station and ask them what the Town could do to help them rent their properties and what their plans  
63 were going forward. He said the Inventory Committee would tell them who the people are, and they could  
64 decide how they wanted to set up meetings. Ms. Monaghan asked if the Town Administrator could set  
65 those up. Mr. Stevens suggested they contact them by phone, and said he did not know how the Town  
66 could assist without understanding what the objectives of the owners were.

67  
68 Chairman Better said there were two agendas, the Village Center and a plan for its development, as well  
69 as filling in store fronts. He said the Village Center was articulated on Mr. Wilson's chart. Mr. Stevens said  
70 if they were going to hire someone, they should not just focus on the Village Center. Chairman Better said  
71 his understanding was that the hired person would be able to fill the empty store fronts. Mr. Stevens said  
72 they should also talk to any landowners who have vacancies.

73  
74 Chairman Better said the Economic Development Committee had a good footprint in the community and  
75 they needed to move along and begin showing some results. Selectwoman Kilgore said she agreed with  
76 Mr. Stevens that they also needed to spend energy and partner with empty store fronts to get them filled.  
77 Ms. Monaghan said the time was ripe to go back to the Select Board and talk about hiring an Economic  
78 Development Consultant before the budget was set. Selectwoman Kilgore said she asked to have this  
79 conversation with the Select Board at their April 22<sup>nd</sup> meeting, and talk about what resources were  
80 available and what they would need.

81

82 Mr. Wilson said for project planning you start with a diagram, lay it out on a spreadsheet and say who is  
83 going to do what by when, and follow up at each meeting. Mr. Stevens said there were a lot of things he  
84 did not have the time to take on, and with the chart they could now justify hiring someone fulltime. Ms.  
85 Monaghan said the Inventory Committee was working on filling in the store fronts and gathering  
86 information on filling underused assets, and said they needed an Economic Development person now to  
87 fill in those store fronts.

88  
89 Selectwoman Kilgore stated that realistically they would not be hiring someone for a year as it was not in  
90 the budget. She said there was now a department for Economic Development and money could be put  
91 into next year's budget. She said they already had an asset in the Town Administrator who could be  
92 working on this part-time. Mr. Stanton said they were hiring someone as a consultant which required the  
93 Select Board to get proposals out and hire someone to do that. Chairman Better said the Select Board had  
94 already approved hiring someone to design the Village Center. Mr. Wilson said Selectwoman Kilgore  
95 should take the request for funds for a consultant to the Select Board.

96  
97 **Motion:** To adopt the diagram produced by Phil Wilson on April 3, 2019 as the fundamental work  
98 document for going forward with Economic Development.

99 **Motioned:** Mr. Stanton

100 **Seconded:** Ms. Monaghan

101 **Vote:** Approved by a vote of 7-0

102

103 Mr. Stanton said new people should be given this diagram and the report presented to the Select Board,  
104 which should be enough information for them to get started.

105

#### 106 **Priority of Goals**

107

108 Chairman Better said there were things that could be tackled and some were already underway. He said  
109 Ms. Monaghan had been publishing regular updates and contributing to the Community Newsletter. He  
110 mentioned conducting forums and seeking residents' ideas and criticisms as EDC work progressed, and  
111 Mr. Wilson said that tied to other things like a New Hampshire Charrette or engaging professional  
112 assistance to do the pictures then have a forum every year. He said they could have a forum to kick it off  
113 then on a regular basis to keep people engaged.

114

115 Chairman Better asked about "preparing election materials", "Federal and State funding programs", which  
116 he asked Les Stachow to look into, and "exactions for developers". Mr. Wilson said when the Planning  
117 Board hears major proposals for development it is legal to "exact" certain improvements. He explained  
118 that "*reviewing assets to fit with village concepts*" referred to the Route 1 Corridor Study and the need to  
119 assess the way that fits with their Village Center concept. He said it did not fit and the process for getting  
120 funding for projects involved competing with everyone else in the region for assistance from NHDOT to  
121 be put on a 10-year long-term transportation improvement plan.

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123

124

125

126 Chairman Better said Mr. Wilson was engaged with the Rockingham Planning Commission and they kept  
127 track of what was happening with the Department of Transportation, and asked him to monitor DOT for  
128 the Committee. Mr. Wilson said the Rockingham Planning Commission and also the Metropolitan Planning  
129 Organization received regular results on the 10-year plan and he would monitor that for the Committee.  
130 He said they needed to come to some agreement about what they would rather see happen and get that  
131 to RFP. He said they had to understand what needed to change in order to make the recommendations,  
132 and said there was little he could do unless the Town had concrete things it wanted to promote.

133  
134 Mr. Stanton asked if by "Town" he meant it should be the Select Board telling Rockingham Planning  
135 Commission what they wanted to see happen or the Planning Board. Mr. Wilson said they should do it in  
136 concert, with a statement that "the Town of North Hampton has decided they want to aggressively  
137 develop a Village Center and they find conflicts with what is proposed in the Route 1 Corridor Study", and  
138 state how they would like to see the conflict resolved.

139  
140 Chairman Better said to "identify several beautification improvements", they all could make note of where  
141 improvements needed to be made. Ms. Monaghan felt the rendering for the Village Center would tie in  
142 with this. Chairman Better said for a "draft on an Economic Development Chapter in the Master Plan",  
143 there were several people on the Committee from the Planning Board who could work on that. He said  
144 with Mr. Stanton's departure, they would need another volunteer to work with Joe Bernardo as a  
145 representative to the Planning Board. Ms. Monaghan nominated Glenn Martin. Ms. Schultz said she had  
146 volunteered as an Alternate for the Sub-Committee and she could fill in until they had a replacement.

147  
148 Chairman Better said if there was a consensus to engage a professional person, they needed to put  
149 something together to go to the Select Board requesting funds, what the person was going to do, and  
150 create an RFP. Mr. Stanton suggested that the Select Board ask the Town Administrator to draft their RFP.  
151 Selectwoman Kilgore said she had a preliminary conversation about that with the Select Board and  
152 recommended they call the position *Economic Development Consultant*. Chairman Better asked her to  
153 work on that issue.

154  
155 Chairman Better said as far as the "inventory of property and business owners", Glenn Martin could take  
156 care of that. Mr. Stanton said the Inventory Committee was meeting on Friday. Mr. Wilson said they  
157 should have a very thorough inspection of the Golden Garden which he predicted would result in  
158 condemnation and possible detonation which might help in selling the property. Mr. Stevens said they  
159 might also be in violation of setbacks.

160  
161 Chairman Better asked about "creating an inventory of vacant storefronts and buildings in the IBR zone",  
162 and Selectwoman Kilgore said that should be tasked to the Inventory Committee. Mr. Wilson said the  
163 report should be a spreadsheet of every lot, and who owns what business there. Chairman Better said the  
164 ultimate objective was to reach out to each individual. He said as far as the sewer issue, Mr. Wilson  
165 recommended they put that issue to rest for now. Mr. Wilson clarified that if they determined the actual  
166 costs and ramifications of this, and it turned out to benefit the Town, he would be for it.

167  
168 Mr. Stanton asked if it would be wise to update the Underwood Study for a more recent cost estimate,  
169 and find out what was required in terms of availability and Federal or State Funds. Chairman Better said  
170 he thought the sewer question would remain a question for the foreseeable future. Ms. Schultz said she

171 did not think they were ready to tackle it at this time, and they needed to work on the relationship with  
172 businesses and study the issue more and also talk to neighboring towns. Chairman Better said they would  
173 leave that blank for now, and said Glenn and Les would get to do everything else. Mr. Stanton said they  
174 needed business guidance from Mr. Stevens, and Selectwoman Kilgore suggested he join them on the  
175 Inventory Committee. Mr. Stanton said if they engage an Economic Development Consultant, Mr. Stevens  
176 should make recommendations on who to hire. Mr. Stevens said as long as he was still on the Committee  
177 he would be glad to assist.

178

#### 179 **EDC Vacancies and Applicants/Invitations to Select Business Entities**

180

181 Chairman Better suggested they recruit other business people like Mr. Stevens who were actually engaged  
182 in business on Lafayette Road. Mr. Stevens said any members would need to be residents. Chairman  
183 Better said they needed to identify people they needed to recruit and said the meeting time could be  
184 changed to accommodate that kind of individual. Selectwoman Kilgore said even though Jim Latimer was  
185 not a resident he would be valuable. She said if the Committee gets larger and they don't have a quorum  
186 for every meeting, they would not be able to get business done. Mr. Stevens suggested creating an  
187 Advisory Committee for more people.

188

189 Chairman Better suggested populating Anthony's seat with someone else who was in business in Town,  
190 and Mr. Stevens said they could also have Alternate members. Ms. Monaghan said this Committee could  
191 have an advisory committee of business people and they could be assigned to do the tasks. Chairman  
192 Better said between now and May they should begin to identify some people they would like to ask to  
193 participate. Mr. Stanton agreed that they could have an advisory committee to advise the EDC.  
194 Selectwoman Kilgore said she would try to find out if all members of committees need to be residents.

195

#### 196 **Inventory Committee Report**

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198 Selectwoman Kilgore said the Inventory Committee would be holding a progress meeting on Friday, and  
199 said the report was targeted to be completed in 2 more weeks by April 20, 2019.

200

#### 201 **Expanding the Board**

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203 Chairman Better said they should look into what they could do in terms of an Advisory Committee with  
204 non-residents on it. Mr. Wilson said to recruit people they needed to advertise openings and treat people  
205 fairly. Selectwoman Kilgore agreed that it needed to be an open process and be posted for 30 days. Mr.  
206 Wilson felt they did not really need more people, just people to complete the work listed on the chart.  
207 Chairman Better said engaging more people in the process was the objective. Selectwoman Kilgore said  
208 they could get more people to work on ad hoc committees to help do the work. Mr. Wilson said he would  
209 hope the proprietors of store fronts would be willing to help with that work, and get people on an ad hoc  
210 basis to do the work.

211

212 Chairman Better said they were essentially facing an issue where 3 people, probably 4, are going to be  
213 asking the Select Board to be on this Committee. Selectwoman Kilgore said she would talk to the Select  
214 Board to revisit the charge and determine the size of the Committee. She said she agreed with Mr. Wilson  
215 that 7 members was too many.

216 **Reorganization of EDC – Create a Five-Member Steering Committee**

217

218 Chairman Better said they had discussed creating a 5-member Steering Committee which they would  
219 leave until the next meeting. He said Selectwoman Kilgore had put together some rules of organization,  
220 as very little is articulated by NHMA for each committee. Selectwoman Kilgore said most committees have  
221 rules and procedures, and said she had used the Planning Board as a guide.

222

223 **Closing Comments**

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225 Chairman Better thanked Mr. Rick Stanton for his contribution to the EDC Committee, and said they would  
226 not be anywhere near as far along without his participation. He said he had enjoyed his participation and  
227 his friendship during the process.

228

229 **Next Meeting:** The next regular Economic Development Committee Meeting is scheduled for  
230 Wednesday, May 1, 2019 at 5:00 pm.

231

232 **Adjournment**

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234 Chairman Better adjourned the meeting at 6:24 pm.

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236 Respectfully submitted,

237 Patricia Denmark, Recording Secretary