



1 **TOWN OF NORTH HAMPTON, NEW HAMPSHIRE**
2 **NORTH HAMPTON ECONOMIC DEVELOPMENT COMMITTEE**

3 **SEPTEMBER 04, 2019 5:00 PM**

4 **NORTH HAMPTON TOWN HALL**

5 ***DRAFT MINUTES***
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8 EDC MEMBERS PRESENT: Chairman Richard Luff, Vice-Chair Jeff Hillier, Jonathan Pinette, Glenn Martin,
9 Select Board Rep Kathleen Kilgore, Heritage Commission Rep Nancy Monaghan, Planning Board Rep Phillip
10 E. Wilson, Renee Locke, Leszek Stachow, David Ciccalone

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12 EXCUSED: Gary Stevens
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14 ALSO PRESENT: Town Administrator Bryan Kaenrath
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16 **AGENDA**
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18 Chairman Richard Luff called the August 7, 2019 Economic Development Committee Meeting to order at
19 5:04 pm.
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21 **Multi-Town Economic Development Idea** – John Nyhan
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23 Chairman Luff said Town Administrator Kaenrath had reached out to John Nyhan. Town Administrator
24 Kaenrath said he would follow up after the meeting.
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26 **Review Dates/Times Proposed by Ironwood**
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28 Chairman Luff said he thought the proposed schedule was pretty ambitious and asked the Committee to
29 discuss alternatives.
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31 Ms. Monaghan asked if it was realistic for key stakeholders to be notified and be here by September 20th.
32 Mr. Martin said they first needed to determine who the key stakeholders were and said he needed more
33 definition. Ms. Monaghan said she thought they were the property owners in the Village District. Mr.
34 Martin said there were other business people on Route 1 who might want to be included, and Ms.
35 Monaghan said they had to get buy-in from property owners because they could not do anything without
36 them. Ms. Kilgore said she agreed with Ms. Monaghan but she saw this initial meeting as an open forum.

Mr. Wilson said Ironwood's purpose in having this meeting is to identify whether there is support or objection to what they are contemplating, which means property owners. He said he they needed to know if property owners were aligned against this, and were trying to inform them and get their input so they can move ahead one way or another. He said the area was the Village District, and changes to zoning for sidewalks and business management would be determined by the property owners.

Chairman Luff asked if it was just the property owners between Cedar and Hobbs or if there should be input from business owners outside that area. Mr. Wilson said it was the area they defined as the Village Center. Chairman Luff said Mr. Martin could then start moving ahead, and Mr. Martin said he thought the September 20th date was too aggressive.

Mr. Stachow said he was concerned about the meeting times of 1:00 to 6:00 pm, and felt 6:00 to 9:00 pm might be more convenient. Vice-Chair Hillier said 6:00-9:00 pm on a Friday would not be good. Chairman Luff said they should try to nail down exactly who to invite and work with the dates. Vice-Chair Hillier felt the phrase "key stakeholders" was misleading, and Chairman Luff said they could ask Jeff Hyland to rephrase this as "property owners between Cedar and Hobbs" and provide the dates.

Vice-Chair Hiller said if Mr. Martin had already identified people from Hampton to Rye, the Committee should at least make them aware of what they were doing. Ms. Monaghan said the property owners were most important, and suggested having a second meeting for other property owners and business owners. Chairman Luff asked if the Committee could agree to have just property owners for this first meeting restricted to the actual District defined, and there was consensus of the Committee.

Mr. Wilson said the initial task of Mr. Martin and the Inventory Committee was to identify property owners so they could contact them about empty storefronts and was not restricted to the project area. Ms. Kilgore said she felt they should keep that going as it could be used in different stages. Ms. Monaghan recommended they hold 3 public meetings and invite (1) property owners, (2) residents, and (3) all other business owners and property holders from Hampton to Rye so it is very clear who is coming to each meeting, and Mr. Stachow seconded that suggestion.

Chairman Luff said as far as dates, the first meeting would be property owners and would be predicate on Mr. Martin getting the notices out. Ms. Kilgore felt Friday was not a good choice and suggested Thursday. Vice-Chair Hillier said Thursday, October 3rd would be right after their October meeting and suggested 4:00 to 8:00 pm for time. Chairman Luff said the dates and times would have to go through Jeff Hyland.

Ms. Monaghan said the public meeting should be for residents, with a third meeting added for businesses and property owners outside the Village District. Mr. Wilson pointed out the difficulty in public meetings to keep people from interjecting into the conversations, and said they should make it clear the public is invited but can speak only if allowed by the facilitator.

Chairman Luff asked for a reasonable timeframe between these meetings. Ms. Kilgore said one week, and said they could schedule the meetings for October 3rd, 10th, and 17th. Chairman Luff asked about the Public Meeting with EDC, and Ms. Monaghan said that was the meeting scheduled to update the EDC on what is happening and could be moved to November. Chairman Luff said they had a November 6, 2019 regularly

scheduled EDC meeting. Ms. Monaghan felt Mr. Hyland would want to then move his December meetings to January.

Vice-Chair Hillier asked if they should be mindful of the Budget process for the Town. Mr. Pinette, Chairman of the Budget Committee, said as far as asking for funding the sooner the better, and asked how quickly the Committee could get numbers together to present and said he would get back to them with a date. Ms. Monaghan pointed out that they would have to publicize all the dates in time for people to come. Mr. Wilson observed that they were eliminating the public/stakeholder Visioning Workshop, meaning that Jeff Hyland at Ironwood would need to envision one more meeting.

Discuss Corridor as Defined by Ironwood

Chairman Luff said there were some questions after the Ironwood Presentation, which included an Atlantic Avenue extension. Ms. Monaghan said in all their meetings they never had Atlantic Avenue, from Lafayette to the School, as part of the District, and said the area was primarily residential. Ms. Kilgore said she felt at it was just about a sidewalk that connects to Town and not really a commercial district.

Mr. Wilson said Jeff Hyland is a consultant employed by the Town to do a project which they have defined. He said when the EDC Committee first started, there was fierce opposition to commercial growth in that area. Mr. Ciccalone said he took it more as sidewalks and bike lanes, not a commercial expansion and asked if sidewalks and bike lanes were outside the scope of EDC. Mr. Wilson said it was really a Select Board issue, and said Federal and State funds were available to make walkable communities.

Ms. Kilgore asked about sidewalks in the Village District, and Mr. Wilson said they could ask property owners if they would put them in and be prepared to maintain them. Ms. Kilgore said to take this Village District and really integrate it into their Town they would need bike paths and sidewalks. Ms. Monaghan suggested sidewalks first for the Village District and then Atlantic Avenue for the Rail Trail. Mr. Wilson said he was prepared to make a motion to the Select Board that they begin investigating building sidewalks from the School to Centennial Hall.

Mr. Pinette said based on the timeline for the Budget, they should have the final Village Master Plan by January 8, 2020. He said the Budget Committee meetings from December 19th forward have been wiped off the calendar because they are waiting for data from the State to set final meetings. He said the first School Budget review was November 18th, first Town Budget review October 28th, second School Budget review December 16th and second Town Budget review on December 2nd.

Chairman Luff said if they were all in agreement about the dates he would contact Jeff Hyland to limit his work to Route 1 from Cedar to Hobbs. Mr. Wilson said it should specify Route 1 properties in the IBR District, and Mr. Martin said that was how they would define it even if there was an Atlantic Avenue address. Chairman Luff said he would communicate with Jeff Hyland to designate properties in the IBR and limit the scope of the project accordingly.

EDC Rules & Procedures – Kathleen Kilgore

Chairman Luff provided an updated version of the EDC Rules and Procedures with changes. Ms. Kilgore said it was just a draft to start from and felt they needed rules and procedures. Chairman Luff said he agreed but was concerned that there might be something out there that the Town uses for boards to follow, and felt there should be uniformity. Mr. Wilson said per RSA a committee has the responsibility to define its own rules. Ms. Monaghan said all the Land-Use Boards have rules and procedures but she did not know about committees.

Chairman Luff asked for comments from Committee members. Mr. Stachow asked about the sections highlighted in yellow, and Ms. Kilgore said she was not sure they pertained. Ms. Monaghan said under *Committees* on the 2nd page she felt the Inventory Committee was an ad hoc committee and not a standing committee. Ms. Kilgore felt it should be a standing committee to keep up with changes. Ms. Monaghan felt there should be a Rules & Procedures Committee as a standing committee if they wanted to make changes, and said there was still some Planning Board language in there that needed to be corrected.

Ms. Monaghan said she brought a list of exactly who was on the Committee, and Ms. Kilgore said they would need Town Administrator Kaenrath to verify. Ms. Monaghan said the original composition of the EDC in 2013 was 5 members: 1 Select Board member, 1 Planning Board member, 1 NHBA member and 2 citizen members. In 2017 they added the Heritage Commission and made 5 public seats. She said there were 11 members now and no alternate, and the Select Board capped the Committee this year at 11 members. Chairman Luff recommended they take the exact definition as defined by the Select Board and put it in the Rules & Procedures.

Mr. Wilson suggested they consistently refer to sub-committees of the EDC as "Sub-Committees". Vice-Chair Hillier mentioned the timing of the meetings, and Ms. Kilgore asked if they should cap the time to 1 ½ hours. Mr. Wilson said they can always suspend the rules and continue deliberations. He also recommended they refer to it as a "Committee" and not a "Board". Chairman Luff said they could put 2 hours and he would try to keep it to an hour and 15 minutes.

Mr. Stachow said it was not clear what the period of office was for individual members, and Ms. Kilgore said it was for 1 year. Mr. Stachow said it was also not explicitly mentioned for citizen members, and asked about the process for reappointment. Mr. Wilson said nominees from boards were done every year, and at-large members should be in staggered 3-year terms. Chairman Luff said these rules & procedures needed to be put in and then communicated to the Select Board.

Mr. Wilson said they needed to add the 3-year staggered terms for at-large members under Section 3 and said perhaps NHBA members should have the same terms. He said *Removing Members* was blank and suggested adding "on the recommendation of the EDC by majority vote a member found not fulfilling responsibilities, may be removed from office by the Select Board". Mr. Stachow asked if that would then require some clarification of what those responsibilities are.

Chairman Luff asked if there were any volunteers to assist Ms. Kilgore, and Vice-Chair Hillier said she should let him know when and where.

Set Date and Time for EDC Work Session

Chairman Luff said the objective was to get new members up to speed and give the history of what has happened, why they are here, and to be in unison for the next phase. Ms. Monaghan said basically they would review the results of the Town Survey, review the Vision Statement and Village Concept, recap the results of the Business Retention Survey, and review the Route 1 owner contact sheet, and said she invited Mr. Martin, Ms. Kilgore, and Mr. Wilson to present their pieces. She said the purpose of the workshop was to bring new members up to speed on what they did, why they did it, and what it said, and review the things still left to do like filling storefronts.

Mr. Martin said next month's meeting was scheduled for October 2nd with the property owners on October 3rd, and suggested moving the monthly meeting to end of the month. Ms. Kilgore suggested using a regular meeting for the work session. Mr. Wilson said one way to get everyone up to speed and at the same level was to make sure everyone had the survey results, the report to the Select Board, and the results of the Business Retention Survey from UNH, and devote 20 minutes per topic at a regular monthly meeting and answer questions from new members.

Mr. Martin said he agreed that they should just plan on a longer monthly meeting. Chairman Luff said right now he did not have a lot of agenda items for the next meeting and they could plan on doing this at the October meeting, but that Ms. Monaghan would not be there. Ms. Kilgore suggested moving the October meeting, and said it would be a benefit for all right now to step back and review where they have been and what information they have. Ms. Monaghan said it would help to have a group discussion where everyone has input.

Ms. Kilgore suggested moving the October meeting to Wednesday, October 23rd. Chairman Luff said that would allow some time to contact Jeff Hyland about the meeting dates. Mr. Martin said he preferred somewhere in between as it would allow less time to discuss the results of the public meetings. Ms. Monaghan said Mr. Hyland was going to do that for the EDC Committee at an open discussion.

Vice-Chair Hillier asked what they needed to accomplish in terms of planning for the 3 meetings between now and October 3rd, and asked if they would be ready to roll if they did not have a group meeting. Mr. Wilson felt it would be helpful to have new members up to speed before the 3 meetings. Mr. Ciccalone suggested moving the October meeting up one week to September 25th, and Chairman Luff said he liked that idea. Mr. Wilson said he could not attend and asked about Thursday, September 26th.

Chairman Luff stated that the next monthly EDC meeting would be held on Thursday, September 26, 2019 at 5:00 pm replacing the regularly-scheduled October 2nd meeting. Ms. Kilgore said they would need to notify Jan about the meeting change, and suggested Rules & Procedures for the November EDC meeting.

Approval of the EDC Meeting Minutes of August 7, 2019

Motion: To approve the Economic Development Committee Meeting Minutes of August 7, 2019.

Motioned: Mr. Pinette

Seconded: Mr. Stachow

Corrections/changes: Vice-Chair Hillier said he had a question on the 1st page and corrected line 28 "a mall on the left with a lot of empty storefronts" to *a mall on the left with empty storefronts*.

216

217 **Motion:** To amend the Economic Development Committee Meeting Minutes of August 7, 2019 as
218 requested above.

219 **Motioned:** Mr. Wilson

220 **Seconded:** Ms. Kilgore

221 **Vote:** Motion amended by a vote of 10-0

222

223 **Motion:** To approve the Economic Development Committee Meeting Minutes of August 7, 2019 as
224 amended above.

225 **Motioned:** Ms. Kilgore

226 **Seconded:** Mr. Stachow

227 **Vote:** Motion approved as amended by a vote of 10-0

228

229 **Any other Item that May Legally come before the Committee**

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231 **Next Meeting:** The next regular Economic Development Committee Meeting is scheduled for Thursday,
232 September 25, 2019 at 5:00 pm.

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234 **Adjournment**

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236 Mr. Pinette made a motion to adjourn the meeting, which was seconded by Vice-Chair Hillier.

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238 Chairman Luff adjourned the meeting at 6:22 pm.

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240 Respectfully submitted,

241 Patricia Denmark, Recording Secretary