

FINAL

**ECONOMIC DEVELOPMENT COMMISSION &
DOWNTOWN TIF ADVISORY BOARD
JOINT MEETING
WEDNESDAY, JUNE 28, 2023 – 4:00PM
Council Chambers – City Hall – or remote via Virtual Platform
MINUTES**

EDC MEMBERS PRESENT: William Dunn (Chair) (remote), David Newlove, Chip Brown, Councilor Karen Liot Hill (Vice Chair), Dan Nash, Andrew Key

EDC MEMBERS ABSENT: Councilor Doug Whittlesey, Tracy Hutchins (Upper Valley Business Alliance), Kevin Purcell

TIF MEMBERS PRESENT: Barry Schuster (Chair), Victoria Smith, Christina Haidari, Peter Owens, George Sykes

STAFF PRESENT: Deputy City Manager David Brooks

1. CALL TO ORDER:

- The June 28, 2023 Downtown TIF Advisory Board meeting were called to order at 4:07 PM. The Economic Development Commission entered a work session, as a quorum was not present in the room at the time.

2. APPROVAL OF MINUTES:

A. May 24, 2023

*Motion by Ms. Smith to approve the minutes of May 24, 2023, as presented.
Second by Ms. Haidari.*

** The Vote on the MOTION was approved by the TIF (3-0-0).*

Peter Owens and George Sykes entered the meeting.

3. NEW BUSINESS:

A. Discussion of Regional Cooperation with Nancy Merrill, Planning & Development Director for City of Claremont

Mr. Brooks explained that in April, he and the City Manager of Lebanon met with the City Manager of Claremont at the ICMA Conference in Burlington. One topic of discussion was how the two cities could work together for the benefit of both. Items of interest include supporting transportation investments between the communities, providing technical assistance, broadband support, and reverse commuting opportunities. The intention was to continue this discussion with Nancy Merrill this evening.

Ms. Merrill stated that the two communities are similar size-wise and there is commuting that occurs between the two. There are items which could be collaborated on in order to benefit both cities.

Chair Dunn stated that the collaboration piece has been missing for the two cities. Regional collaboration for certain professions could be of interest.

Chair Schuster suggested an internet or electronic hub for both communities to connect through, especially as much of commuting nowadays is online. Ms. Merrill agreed to continue to meet and discuss this topic with Mr. Brooks

Chip Brown entered the meeting. The Economic Development Committee, having a quorum, thus called its meeting to order and addressed approval of the meeting minutes.

Motion by Mr. Nash to approve the minutes of May 24, 2023, as presented.

Second by Mr. Newlove.

*** The Roll Call Vote on the MOTION was approved by the EDC: Dunn – aye; Newlove – aye; Brown – aye; Councilor Liot Hill – aye; Nash – aye; Key – aye; (6-0-0).**

B. Review and Recommendation regarding proposed 2024 Budget by Downtown Lebanon TIF Advisory Board

Mr. Brooks explained that, in 2021, the Downtown TIF Board agreed to use TIF revenue to make the bond payments on the Downtown tunnel project. Over time, there has been a healthy growth in the TIF Fund for the Downtown area, with approximately \$1.8M expected by next year. He requested a recommendation from the TIF Board in support of the proposed FY24 budget.

There was discussion regarding the bonding cost for the Spencer Street improvements project.

Motion by Ms. Smith to recommend to the TIF District Administrator to support the FY 2024 budget, as proposed. Second by Mr. Sykes.

*** The Vote on the MOTION was approved by the TIF (5-0-0).**

D. Review and discussion of previous RFP process for 20 Spencer Street – *This item was taken up at this time.*

Chair Schuster recused himself from this item. Ms. Smith sat as Chair of the Downtown TIF Advisory Board.

Mr. Brooks explained that both boards, at the May meeting, spoke about being reinvolving with this project. In June, the City Council asked the boards to revisit the previous RFP process and to make recommendations to the City Council as to what could happen on this site. He stated that he would provide the boards with the previously agreed upon strategic objectives and highlight the items that may be applicable to this site. He will also provide the boards with the resolution adopted by the City Council last April regarding housing, specifically regarding incentivizing housing not currently being created by the market.

Mr. Nash suggested that this project could include a daycare provider business.

The boards agreed to put this on the next agenda for further discussion.

Motion by Mr. Sykes to adjourn the TIF meeting at 4:59pm. Second by Mr. Owens.

*** The Vote on the MOTION was approved by the TIF (5-0-0).**

C. Review and Discussion of Master Plan Update Process for Chapter 6: Economic Development

The EDC will continue to discuss the actions and strategies for Chapter 6 at a future meeting.

E. Appointment of EDC representative to West Lebanon Revitalization Advisory Committee

Chair Dunn explained that the EDC is seeking a member to also be the representative to the West Lebanon Revitalization Committee. Mr. Nash volunteered for this position, pending further discussion with a candidate that Kevin Purcell was exploring. The EDC will continue to discuss this topic at a future meeting.

4. FUTURE AGENDA ITEMS:

As previously discussed during the meeting.

5. NEXT MEETING DATE: July 26, 2023

6. OTHER BUSINESS

None at this time.

7. ADJOURNMENT.

The EDC meeting was adjourned at 5:04 PM.

Respectfully submitted,
Kristan Patenaude