

FINAL

**ECONOMIC DEVELOPMENT COMMISSION &
DOWNTOWN TIF ADVISORY BOARD
JOINT MEETING
WEDNESDAY, JULY 26, 2023 – 4:00PM
Council Chambers – City Hall – or remote via Virtual Platform
MINUTES**

EDC MEMBERS PRESENT: William Dunn (Chair), David Newlove, Chip Brown, Councilor Karen Liot Hill (Vice Chair), Kevin Purcell, Tracy Hutchins (Upper Valley Business Alliance)

EDC MEMBERS ABSENT: Councilor Doug Whittlesey, Dan Nash, Andrew Key

TIF MEMBERS PRESENT: Victoria Smith, Christina Haidari

TIF MEMBERS ABSENT: Barry Schuster (Chair), Peter Owens, George Sykes

STAFF PRESENT: Deputy City Manager David Brooks, City Manager Shaun Mulholland

1. CALL TO ORDER:

- The July 26, 2023 Economic Development Commission meeting was called to order at 4:05 PM. The Downtown TIF Advisory Board entered a work session, as a quorum was not present in the room at the time.

2. APPROVAL OF MINUTES:

A. June 28, 2023

Motion by Mr. Brown to approve the minutes of June 28, 2023, as amended.

Second by Mr. Newlove.

Amendments:

Change Page 2, Line 48 to read: “Mr. Nash volunteered for this position, pending further discussion with a candidate that Kevin Purcell was exploring.”

** The Vote on the MOTION was approved by the EDC (4-0-1). Mr. Purcell abstained.*

It was noted that Dan Nash has volunteered to be the EDC representative to the West Lebanon Revitalization Committee.

3. NEW BUSINESS:

A. Review and preparation of revised RFP for 20 Spencer Street

Chair Dunn asked that the RFP be revised to include a request for space for public art viewing.

Ms. Smith expressed concern regarding the parking item mentioned in the RFP. Mr. Brooks explained that the intent is that public parking will be available for all users of the Downtown area. Some of the parking spaces could be available for this specific project as well.

Mr. Brooks noted that the City Council specifically recommended that aspects of the recent Strategic Plan and the 2022 Council resolution regarding housing be considered by the Committees with regard to this RFP. The City seems to be missing workforce housing at the moment, due to market conditions.

Chair Dunn stated that he believes the Committee should focus on reviewing the proposals from an economic development perspective. This could then be overruled by those who are focused on housing in the City. Mr. Brooks stated that he believes the TIF Committee’s focus is the Downtown area, and the EDC’s focus is economic development and the well-being of businesses on a City-wide basis, and it is known that the lack of affordable housing is a major issue for many businesses across the City.

Mr. Brooks noted that the final draft of the RFP needs to be approved by the City Council. There is usually then 90 days for a response time. Responses could be in by early 2024.

There was a suggestion to expand the introduction portion of the RFP.

There was discussion regarding inviting potential alternate bidders, such as Lebanon Housing, to speak to the Committees regarding an informal proposal. Chair Dunn suggested that the Committees could hear these suggestions and then make a recommendation to the Council from the commercial proposals and the other housing-focused proposals.

Motion by Mr. Brown that the Economic Development Committee recommends that the City Council approve the RFP developed by the Economic Development Committee to go out in September and come back within approximately 120 days, while also pursuing a parallel track to solicit proposals from the non-profit housing community.

Second by Mr. Purcell.

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

4. FUTURE AGENDA ITEMS:

As discussed during the meeting.

5. NEXT MEETING DATE:

The Committees agreed to cancel the August meeting and meet next in September.

6. OTHER BUSINESS

None at this time.

7. ADJOURNMENT.

The EDC meeting was adjourned at 5:06 PM.

Respectfully submitted,

Kristan Patenaude