

FINAL

**ECONOMIC DEVELOPMENT COMMISSION
WEDNESDAY, JANUARY 24, 2024 – 4:00PM
Meeting Room 2 – City Hall – or remote via Virtual Platform
MINUTES**

EDC MEMBERS PRESENT: Dan Nash, Chip Brown, David Newlove, Kevin Purcell, Andrew Key, Councilor Karen Liot Hill (Vice Chair), Tracy Hutchins (Upper Valley Business Alliance) (remote)

EDC MEMBERS ABSENT: Councilor Doug Whittlesey,

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

1. CALL TO ORDER:

- The January 24, 2024 Economic Development Commission meeting was called to order at 4:03 PM.

2. APPROVAL OF MINUTES:

- A. July 26, 2023; September 27, 2023, and October 25, 2023

Motion by Dan Nash to approve the minutes of July 26, 2023, as presented.

Second by Chip Brown.

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

Motion by Dan Nash to approve the minutes of September 27, 2023, as presented.

Second by Kevin Purcell.

** The Vote on the MOTION was approved (4-0-1, D. Newlove abstaining).*

Motion by Dan Nash to approve the minutes of October 25, 2023, as presented.

Second by Chip Brown.

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

3. NEW BUSINESS:

- A. Update on 20 Spencer Street

David Brooks explained that the proposals for this RFP are due back to the City this Friday. There are approximately 20 firms following the project thus far within the City's bid portal, so there is hope that the City will receive some responses. Yesterday, the EPA gave confirmation that cleanup of PCBs on the site was completed properly. The City continues to monitor the status of NH Housing Finance Authority's efforts to update its underwriting standards concerning funding of projects in the 100-year floodplain.

Councilor Liot Hill joined the meeting at 4:10PM.

- B. Update on Downtown Parking Lot Redevelopment

Mr. Brooks stated that the City Manager's Office is engaging a planning and design firm. A scope of services was sent to the firm today with a request for cost and time estimates. The intention is to address and resolve questions about parking needs, geotechnical issues, and others, and then attempt to create 3-4 different design scenarios to consider for the area. The firm will also be engaged to lead EDC and Downtown TIF through the exploratory and public engagement processes. This could take up to a year.

City Manager Mulholland explained that the process will be driven by the EDC and Downtown TIF boards, and the public. It also needs to be supported by the City Council.

Councilor Liot Hill expressed concern regarding the EDC and TIF boards trying to work together as one large group. She asked if this needs to be done as a joint effort. She noted that it would be helpful for both boards to have additional information and training regarding economic development. She would like for there to be a clear mission

for the boards to discuss. Mr. Brooks explained that the TIF board advises the TIF District Administrator regarding how to use available funds.

The Commission discussed that it would like clear objectives for any new TIF District.

C. Strategic Plan Review and Update

The Commission agreed to table discussion on this item to a future meeting.

D. Ethics & Conflict of Interest Training

The Commission conducted ethics and conflict of interest training with City Manager Mulholland.

4. FUTURE AGENDA ITEMS:

A. Master Plan, Chapter 6, Economic Development, Review and Update

The Commission agreed to table discussion on this item to a future meeting.

5. NEXT MEETING DATE:

A. Wednesday, February 28, 2024

6. OTHER BUSINESS

Ms. Hutchins talked to the Commission regarding a recent Stay Work Play event in Hanover.

7. ADJOURNMENT.

Motion by Andy Key to adjourn the meeting.

Second by Dan Nash.

** The Vote on the MOTION was approved (6-0).*

The EDC meeting ended at 5:00 PM.

Respectfully submitted,
Kristan Patenaude