FINAL

ECONOMIC DEVELOPMENT COMMISSION
WEDNESDAY, FEBRUARY 28, 2024 – 4:00PM
Council Chambers – City Hall – or remote via Virtual Platform
MINUTES

EDC MEMBERS PRESENT: David Newlove (Chair), Dan Nash, Kevin Purcell, Andrew Key, Councilor Karen Liot Hill (Vice Chair)

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

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

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1. CALL TO ORDER:

- The February 28, 2024 Economic Development Commission meeting was called to order at 4:10 PM.

2. APPROVAL OF MINUTES:

A. January 24, 2024

Motion by Dan Nash to approve the minutes of January 24, 2024, as presented.
Second by Kevin Purcell.
**** The Vote on the MOTION was approved (5-0).***

3. NEW BUSINESS:

A. Update on 20 Spencer Street

Mr. Brooks explained that three responses were received to the RFP for 20 Spencer Street. He and City Manager Mulholland interviewed all three respondents and are drafting a memo regarding the responses, scores, and recommendations for the City Council's March 6th meeting.

Mr. Newlove asked how the EDC and Downtown TIF Advisory Board would continue to work together on existing projects. Mr. Brooks stated that the two groups would work together on the downtown parking lot project but not the 20 Spencer Street project. The EDC could schedule a joint meeting with the West Lebanon Revitalization Advisory Committee. The EDC agreed to hold a joint meeting on March 18th at 5:30pm with the West Lebanon Revitalization Advisory Committee.

B. Strategic Plan Review and Update

The Commission reviewed the Strategic Plan. The Commission considered working groups to try to work toward the goals within the Strategic Plan. The Commission asked for certain edits and amendments to be completed and reviewed at a future meeting.

Kevin Purcell exited the meeting at 5:02PM effectively ending the meeting because the Committee no longer had a quorum of members present.

C. Review and Discuss the City Manager's plan to Begin the Process of Determining the Development Options for Downtown Parking Lots

Mr. Brooks explained that this was submitted to the Counsel for review and discussion. The Counsel then gave the City Manager's Office the go-ahead to pursue this item, with the understanding the EDC and Downtown TIF Board would be sounding boards. There will be regular updates and presentations from the consultant to these groups.

D. Discuss Process for Considering potential TIF District for the Main Street Area of West Lebanon

Mr. Brooks explained that a process has been laid out to determine if the Main Street area of West Lebanon is an appropriate location for a TIF District. This can be further discussed at the Commission's joint meeting with the West Lebanon Revitalization Advisory Committee.

4. FUTURE AGENDA ITEMS:

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

Mr. Brooks stated that the intention is that the Planning Board will be able to review the EDC's proposed changes to Chapter 6 and hold a public hearing to accept them before the end of the year. The Commission should consider a more refined list of proposed work items as part of updating Chapter 6.

5. NEXT MEETING DATE:

A. Wednesday, March 27, 2024

The Commission agreed to determine if this meeting will occur after its joint meeting on March 18th.

6. OTHER BUSINESS

None at this time.

7. ADJOURNMENT.

The EDC meeting adjourned at 5:02 PM.

Respectfully submitted,
Kristan Patenaude