

**Economic Development Committee
August 13, 2020**

Present: Ron Rzasa (Chair), Fran Shippee (BOS Representative), Robert Korb, Julianna Dodson

Absent: John Pieper, Faith Mba

**Guests: Jeff Scott, Todd Horner from Southwest Region Planning Commission
Nancy & Mike Driscoll, N & M Recycling LLC, & Ed Anderson**

Meeting called to order: 5:05PM via Zoom

COVID-19/Coronavirus crisis and in accordance with Governor Sununu's Emergency Order #12 pursuant to Executive Order 2020-04, this Board is authorized to meet electronically, etc.

Presiding: Ron Rzasa

Secretary Report: July 30th Approved as Amended by Julianna

Approved by unanimous roll call

New Business

1. **N & M Recycling, LLC:** Nancy & Mike Driscoll "appeared" before the committee asking for guidance in establishing their propane recycling business on Jonathan Royce's rental property at Brook Rd. in West Chesterfield. They purchased the company from the now closed Ridge Company in April. They plan on recycling all sizes of propane tanks up to 100# and fire extinguishers. Any remaining propane would be removed outside using all established safety procedures and placed into a holding tank. The empty tank metal will be brought to a scrape yard and the leftover propane will be used for their personal consumption. It would not be stored on the property for more than a week. Traffic would be only their box truck bringing in material 3 – 4 days a week. The business would be seasonal, operating mainly from May 1 – Nov. 30. They have contacted both Emergency Management and the Fire Marshall about what regulations, permits etc. were necessary. However, neither has responded. They are scheduled to go before the Planning Board for a consultation on Mon. Augs17th.

The EDC members provided suggestions on how to prepare for the meeting with questions the Planning Board may ask. Do they have plans for fencing & security? What is their emergency plan? Does the current building have sanitation facilities and portable water? Try to determine if there are Federal regulations to follow. A site plan may be required which may be obtained from Tricia, secretary of the Planning Board. Plus, if necessary, a professional presenter (Land use Consultant) could be used when they go to make the formal request. Because the planning board members probably are not knowledgeable in this type of business, it was recommended they provide a comprehensive explanation as to how the business operates, which could include pictures of the machinery. The more they understand the better. Their consultant Ed Anderson cannot attend the meeting. It would be good to have him provide a written statement and his business card. It was recommended that Mr. Royce attend the meeting too to clarify how his tree service operation will be affected and what adjustments he has made to accommodate this new business on his property. If he cannot attend, a written statement would be good.

Old Business

1. **Welcome Package:** The BOS has looked at the package and determined it needed some editing. They will be proving Fran with the changes. She will forward them onto the committee for their review.
2. **Chesterfield Business Listings:** It is unclear if the State list has been put into a more friendly format. There is a business directory on the town website that needs updating. That list could be compared to the State List to form a comprehensive list. Fran will do this. Afterward, the list can be divided up among committee members who will update each business' status. Julianna can post on the Chesterfield Facebook page a notice asking if any business would like to be included on the Chesterfield Business list. Once the list is completed and updated, EDC can easily link the updated town list to the EDC website.
 - a. Hubner Farm was having difficulty being added to the town list. Julianna will forward to Fran their information.
 - b. Pisgah Farm and Parker Auto should also be listed. Julianna will forward to Ron the EDC question form for posting businesses on the EDC website.
3. **Business Listing Requests:** Ron had sent these out to be posted. They have been posted at the Post Office, several other places, in the Happenings, and on the private Chesterfield Facebook page. There has only been one response.
4. **E-mail issue:** Thanks to Fran, the issue has been resolved. Donna is periodically checking it. None have been received.
5. **Copper Cannon:** John is out-of-state and unavailable to comment on further developments. Fran will check Tricia about the Planning Board meeting results.
6. **Helping New Businesses:** Todd Horner and Rob got together to discuss how to proceed with the EDC survey. They decided the best approach would be to interview companies whose experiences have been good and bad, and then do a random sampling. After some discussion, some of the following survey questions were recommended: What information did their business need to gain approval; where did they find it; was some of it incorrect and where they received that from? How did you learn about permits etc.? How difficult was the approval process? What advice would they give another business? Was there any research done on the local or state business administrations websites? The goal is to find trends and determine how or if they can be improved, adjusted, or eliminated. Additional impute would be made by reviewing all the variances that have been filed over the last 5 years and determining if there are consistent issues, like signage.
 - a. Some possible businesses to interview: Pine Grove Springs, Area 51 Fireworks, Manny's, Granite Automotive, Whitewater Machine Shop
 - b. It was agreed that a disclaimer would have to be applied to give anonymity to the interviewee.
 - c. Who is going to do these interviews which could take 30-60 minutes?
 - d. What will be done with this information? The responses should be pooled and compiled and shared with town officials and staff. EDC could produce a flow chart to help businesses simplify the process.
 - e. Todd will put together some questions and sent them out for review.

7. **Homebased Businesses** – When Julianna becomes aware of a homebased business, she has been informing them of the need to register with the town. It is easy and free.
8. **Business Pages on Town Website:** Right now, the Guide to New Businesses on the town website is not helpful. Presently, one needs to dig through a lot of code enforcements etc. to figure out the process. Big companies can hire someone to do this. But medium businesses, which are the most moving into the region, do not have the resources to hire someone. A flow chart would be helpful for them.
9. **Business Cards:** Julianna has Robert Korb’s business cards.

Next Meeting Date
Thursday, Aug 27, 2020
Zoom meeting – 5PM

Meeting Adjourned at 6:34PM (Unanimous roll call)

Respectfully Submitted by,
Donna Roscoe, Secretary
August 13, 2020

DRAFT