

**Economic Development Committee**  
**August 27, 2020**

**Present: Ron Rzasa (Chair), Fran Shippee (BOS Representative), Robert Korb, Julianna Dodson, John Pieper, Faith Mba – All committee members present**

**Guests: Jeff Scott, Todd Horner from Southwest Region Planning Commission, Judy Idelkope**

**Meeting called to order: 5:00PM 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: Minutes from the August 13, 2020**

Approved as written by unanimous role call

**Old Business**

1. **Welcome Package:** The BOS has made the changes. These will be sent to Julianna who will update the package and send it to Donna to be distributed for approval. Possible additions:
  - a. How to get a Library Card
  - b. With approval from Park & Recreation: Two Passes to Ware's Grove Beach
2. **Chesterfield Business Listings:** Tod sent out a list of town businesses that was produced by the State and forwarded to him from another regional planning committee. It is not to be used by a 3<sup>rd</sup> party. In that it mirrors, with few exceptions, the list published already on the Town Website, it was decided that Fran would go through the two lists and note the differences. She would then send a compiled list to Ron who will divide it up between the members. The businesses, which have contacts, will be called/e-mailed to verify their information, and asked if they wish to be included in the business listings that will appear on both the town and EDC website. Julianna suggested that there be a template to guide in the calls. If a business cannot be contacted or takes a long time to respond, that it be removed from the list.
3. **Business Plea Requests:** After being posted at the Post Office and several other places, in the Happenings, and on the private Chesterfield Facebook page, there has only been two responses.
4. **E-mail issue & Website:** Donna sent a test e-mail via the EDC website and it was not received. Julianna sent one from her contact list and it did appear. Julianna checks the website's in-box every Saturday. Donna periodically checks the e-mails and reported only junk mail has been received. Judy asked if there was any tracking being done on the website. At this point, it is limited. Maybe the committee should investigate upgrading the tracking feature. Faith suggested Google's system. The more active and useful information on the website the more hits it may get. It was suggested that EDC get more involved in social media for expanded exposure. Presently the business directory and featured businesses are the most viewed. There is hope that the Welcome Package will draw more viewership to the website and thus give EDC more exposure.
5. **Business Cards:** Faith's cards will be delivered through an arrangement with Jeff Scott.
6. **Copper Cannon Sign & Signage Petition:** The last recommendation was for Copper Cannon and Truck Camper Warehouse to sign a formal lease agreement. This cannot be confirmed. John has an outline for the signage petition, but it needs conversion into the proper legal language. Fran asked him to send her a copy for her review.

7. **Helping New Businesses:** Rob did investigate Winchester's process in attracting new businesses. Both Hinsdale and Winchester are creating large areas with infrastructure to attract major commercial development. In both cases, the land was foreclosed on for back taxes. Chesterfield does not have this type of property available for development. Any large tract of land would require rezoning, a lengthy process. Presently, there are only a few commercial spaces available, but much of it is vertical. Jon McKeon had mentioned business development areas to Ron. Ron will check with him on their location. The EDC would like to establish a list of available properties and posted it on the website. Judy will investigate it. There was a consensus that Chesterfield would embrace small businesses, especially a non-chain restaurant, but not mall type developments.
8. **N&M Recycling:** The informal meeting with the Planning Board did not go well. It was apparent their presentation was not in keeping with the recommendations of the EDC. Afterwards, Ron e-mailed them with the recommendation of using Land Use Consultant as the nature of their business is far more complex than they think. During public comments from Jeff, it was thought a template for interviewing potential businesses would be an asset. This would enable the committee to have all a business's information for follow-up.

#### **New Business:**

1. **Right to Farm Regulations:** No work has been done
2. **RSA:** To stay within guidelines, Ron asked Fran for clarification in how to deal with members who are frequent no shows. It was determined that because the EDC is a committee there are no regulations concerning it.
3. **Budget:** Due to the unusual 2020 circumstances, certain line items of the present budget were not spent. Can they be rolled over into other line items? If not all the budget is used in one year, will there be less allotted in the next? There is concerns about the secretary's hours. With more meetings, that line item will have to be increase.
  - a. The question of the video promotion by Omega Images was brought up. At present, the EDC does not have a system in place to support such a huge expense and thus the supportive argument for the town to approve it. It was suggested that a less expensive company be investigated. A video about "Why move to Chesterfield" was discussed. The town has a lot of good small and home business possibilities that could be explored.
4. **Outline for Business Interviews:** Todd Horner provided the committee with a strategic outline for interviewing 6-8 business/developers about their experiences in establishing a business in town. It was suggested that Land Use Contractors could give insight on what questions to ask. Fran volunteered to interview Dave Bergeron. The following additions to the outline were suggested:
  - a. Under Questions: Ron suggested that some future questions could be "Did you contact or use EDC? Were they helpful? Did you know the EDC existed?"
  - b. Under Outcome: Have the BOS review and write comments and recommendations which will enable the EDC to better fulfill its mandate.
  - c. Under References: The existing flow chart is not clear. More details are necessary to make it user friendly, especially for people who are not familiar with the terms.
  - d. Under Land Development regulations: Local, State, and Federal should be include.

5. **BOS request for Alternates on the Planning and Zoning Boards:** Being an Alternate enables an individual to sit on the board and engage in the conversation, whereas a guest's comments are restricted. An alternative only participates in voting when it is necessary to fill a quorum. Becoming an Alternate would enable the committee members to have a better understanding of how these Boards work. Planning meets on the 1<sup>st</sup> and 3<sup>rd</sup> Mondays and Zoning meets on the 3<sup>rd</sup> Thursday on the month. If interested, please send a letter to the BOS asking to join the either Board. Faith and Judy expressed interest and will contact Fran for more information.

**Public Comment:**

1. Jeff Scott commended the committee for their help in preparing N&M Recycling, LLC for their informal meeting with the Planning Board. He emphasized the importance of getting a phone number from any new business as N&M did not provide one and in this case a follow-up phone call would have been helpful.

**Next Meeting Date**  
**Thursday, September 10, 2020**  
**Zoom meeting – 5PM**

Meeting Adjourned at 6:36PM (Unanimous roll call)

Respectfully Submitted by,  
Donna Roscoe, Secretary  
August 27, 2020