

Town of Farmington
Economic Development Committee Meeting Minutes
Tuesday, July 10, 2018

Committee Members Present:

Angela Hardin, Chairman
Denise Roy-Palmer, Vice Chairman
Ann Titus, Selectmen's Rep.
Martin Laferte, Planning Board Rep.
Elise Haig (6:10 p.m.)
Randy Orvis

Committee Members Absent:

Sharon McKenney, Secretary

1). Call to Order:

Chairman Hardin called the meeting to order at 6 p.m.

2). Pledge of Allegiance:

All present stood for the Pledge of Allegiance.

3). Public Comment: None

4). Review of Minutes:

June 12, 2018- Page 2, Section 6, 9th line – add an “m” to “Paler” to read “Roy-Palmer”
Page 3, Section 8, 2nd line- amend “Redevelopment” to “Revitalization”

Motion: (Roy-Palmer, second Orvis) to accept the minutes as amended passed 3-2 (Hardin, Titus abstained).

5). Planning Board Report:

Mr. Laferte reported that the Planning Board did not meet on July 3 due to the Independence Day holiday.

He said the agenda for the July 17 meeting will include 4 public hearings one of which is a road frontage issue and the other 3 are minor subdivisions he said.

Mr. Orvis said the road frontage issue involves one of his clients. The issue is that the subdivision regulations require 250' of frontage all on one street and the applicant proposes to build a road to get the frontage needed on 2 roads for a residential subdivision he said.

6). Board of Selectmen Report:

Mrs. Titus reported that the Selectmen were asked by the Strafford Regional Planning Commission (SRPC) to consider applying for a TAP (Transportation Alternatives Program) grant being offered by the state Dept. of Transportation (DOT) to provide safe infrastructure for non-motorized transportation such as sidewalks and bikeways. The grant, if awarded, would include up to \$1 million for planning and design and a requirement for a 20% cash match she said.

She said the SRPC told the board that if the Town plans to participate in this program that a letter of interest must be submitted to the NHDOT by July 13, mandatory informational meetings will be held from July 23 through August 24 and the grant application must be submitted by Sept. 7. The board agreed to submit a letter of interest she said.

Ms. Haig joined the meeting at 6:10 p.m.

Mr. Laferte said the funds for this program are coming from the Volkswagen Clean Air Act Civil Settlement (to mitigate excess emissions from diesel vehicles) and that some of the \$31 million received will be used as grants to towns for the purchase of more efficient diesel equipment and another portion goes to the DOT and the TAP grants.

Mrs. Roy-Palmer asked who made the presentation to Selectmen.

Mrs. Titus said Executive Director Jen Cysz and Transportation Planner Collin Lentz spoke with the board.

Mrs. Hardin also attended the meeting and said that Town Planner Dan DeSantis said if the grant is awarded to the Town the focus of the plan would be on the streetscapes downtown.

Mrs. Titus said she inquired about the Tiger Trail that is part of the Safe Routes to School Program and that Mr. Lentz said the trail could be incorporated into the TAP program.

Mrs. Hardin said the plan is all about connectivity and finding a way to connect the Town's assets so there is a natural flow to things that is easy to navigate.

7). Old Business:

a). Review of EDC Bylaw Changes- Mrs. Hardin said at the last Selectmen's meeting the board reviewed the changes to the EDC Bylaws made recently by the committee. The Selectmen's recommended changes are listed first followed by any other committee changes.

Page 1, Preamble, first line- (BOS) add that the EDC is an "advisory committee"

(EDC) omit space between advisor and the letter y in "advisor y";

2nd line- amend "appoint" to "appointed"

Policies, 2nd bullet point- (BOS) remove any reference to residential and work force housing;

Mrs. Titus said this reference can be added back in the future if it becomes an issue.

3rd and 4th bullet points- Selectmen recommended that these 2 bullet points from the previous version of the bylaws be combined to contain ERZ, TIF and RSA 79-e zones in one place and to remove references to Route 11 so that any additional TIF Districts could be included.

Page 2, Article II, Section 1, Membership, 4th line - (BOS) change "will" to "may" also be members

Section 2, Qualifications – (BOS) add "stakeholders" to allow non-residents who may/may not own a business in town or otherwise have a stake in the town's success to be members.

Section 4, Meetings – (BOS) add an "a" before "minimum"

Section 7, Compensation and Expenses – (BOS) add "incurred with prior Board of Selectmen or Town Administrator approval" at the end of the sentence to follow Town policy for expenses

Section 11, Removal – (BOS) amended three-fifths vote of the BOS to a majority of the

members of the Board of Selectmen

Page 3, Article III, Officers, Section 2, Term- (BOS) change “fiscal year” to “annual Town Meeting”

Section 5, Secretary, third line – (BOS) removed “committee” and replaced it with “ Board of Selectmen” as the committee does not have the authority to hire personnel.

Section 6, Removal – (BOS) remove this section as it is redundant to Article II, Section 11

Article V, Budget, 1st line- (BOS) change “commission” to “committee”; 2nd sentence- add “with prior Board of Selectmen or Town Administrator approval”

Page 4, Article VI, Confidentiality – (BOS) remove the word “negotiations” from the last sentence as the committee does not have the authority to negotiate on behalf of the Town.

Motion: (Orvis, second Laferte) to recommend to the Selectmen that they approve the EDC Bylaws as amended with the Selectmen and EDC recommended changes passed 6-0.

b). Sarah Greenfield Business Park Regulations- Mrs. Hardin said she received a few responses from the property owners in the park regarding a proposed workshop on potential changes to the park regulations. She said they seemed to be interested in discussing the matter but were unable to attend a meeting in June. It may be better to plan a meeting in Sept. she said.

Mrs. Hardin said one of the property owners asked her about the changes to the regulations between 2000 and 2008 but she said she had not yet read both versions of the park covenants. She said the owner also asked if the EDC had any thoughts on potential changes but that she told her the committee wanted to start with an open forum and to hear from the owners first. Mrs. Roy-Palmer said that if the last lot has been sold then the committee’s involvement is over and it is now up to the property owners to decide if they wish to amend the regulations.

Mrs. Hardin gave the committee copies of the 2000 and the 2008 park covenants so they could familiarize themselves with the changes made and could speak to it if a question comes up. She also gave them a copy of the 1998 Commerce Park covenants for comparison purposes.

Mrs. Roy-Palmer said her corporation was involved in developing the covenants for that park and that the Town owns 1 lot there that was given to the Town for conservation purposes.

Mrs. Hardin asked the members to plan to discuss the covenants at the next meeting.

8). New Business:

a). Update Town Fact Sheet- Mrs. Hardin said that Assessing Clerk Kelly Heon is in the process of updating the community fact sheets and asked if the EDC would be willing to help update the listing of the 10 largest employers in town as shown on Page 3.

Mrs. Roy-Palmer said that some of the largest employers in many towns include the School District and the Town which is not included in the current listing.

Mr. Orvis said there are approx. 20 people working at the Family Care of Farmington facility.

Mrs. Hardin asked if the research should be conducted by phone or if they should draft a letter to the businesses and ask them to provide their information to the Assessing Dept.

Mrs. Roy-Palmer said that a phone would be a way to touch base with the businesses to inform

them about the committee and the project and request their updated information.

Mrs. Hardin said she would call the 10 employers on the current list. She suggested they think about any new businesses or those businesses that may have grown since the fact sheet was compiled and give them a call to obtain their employment information.

Mrs. Titus suggested Mrs. Hardin write one e-mail to send to the 10 businesses on the fact sheet and then follow up with a call to anyone that doesn't respond.

Mr. Orvis said the nearest community college section lists Great Bay and Lakes Region and that NH Technical Institute in Concord should be included because it's as close as the schools listed.

Mrs. Hardin said she would pass that information on to Mrs. Heon.

b). Hay Day Booth- Mrs. Hardin said that the Rec. Dept. Asst. Director Alisha Randall asked if the EDC wanted to have a booth at Hay Day this year (Aug. 18). She said she asked Ms. Randall if they have a booth if it could be placed next to the TD Bank booth so she could go back and forth as needed between the 2 booths.

Mr. Orvis and Mrs. Titus said they would not be available. Mr. Laferte said he is available for a few hours and Mrs. Roy-Palmer and Ms. Haig said they were not sure of their availability.

Mrs. Titus suggested they set up an informational booth that wouldn't require continuous coverage the whole day. Suggestions for handouts included brochures, flyers, guides on the ERZ and RSA 79-e zones, TIF District, small business resources and the business welcome packets.

Ms. Haig suggested they handout any small items such as pens, magnets or decals and hold a raffle with a gift certificate as the prize.

Mrs. Titus said she would check with a local printer about a banner or sign for the booth.

Mrs. Hardin said she would supply the pop-up tent.

9). Any Other Business that may come before the Committee:

Billboard Info- Mrs. Roy-Palmer said the committee previously discussed the billboard on Route 11 promoting "Blooming Business in Rochester" while located in Farmington. She said she learned that the organization was created by 1st City Cars and Trucks in Rochester to show case small business in the City but it is not listed as an organization on the state website.

She said the group also has a website which contains business icons and when the user clicks on the icon it brings up listings of various businesses in a particular category. It doesn't say there is any cost involved to be included on the site she said.

Mr. Orvis said billboards are limited to the existing sites and no new billboards can be erected according to NH DOT regulations. He said sometime in the 1970's people decided they didn't want any more billboards and the existing boards were licensed and that is the limit.

ERZ Signs- Mrs. Hardin asked if Mr. Orvis received a response about putting up Economic Revitalization Zone signs in town.

Mr. Orvis said he has not heard back about the signs.

Mrs. Hardin then recalled that the Town Administrator gave her the name of the sign company the Town uses and said she will follow up with the company for more information.

Scenic Byways- Mrs. Roy-Palmer showed the committee a handout provided by SRPC Transportation Planner Colin Lentz which contained the schedule for the steps involved in the establishment of the Moose Mountain Scenic Byway which will pass through downtown Farmington. She said the group has already met with the New Durham Board of Selectmen and will continue to meet with all of the Towns along the proposed route. The state byways commission only meets twice a year so they will pick one of the dates and work to get the preliminary work done by that date she said.

PLAN NH Steering Committee Report- Ms. Haig said the members heard the preliminary results of the interviews conducted by the committee from UNH Cooperative Extension Economic Development Specialist Molly Donovan. She said the results seemed to have some common threads. Two of the common themes were trying to find a way to politely say no more Section 8 housing and to establish more green space.

Ms. Donovan was impressed by how the town has progressed in coming together since the first meeting held at the Town Hall about a year ago and with the interview results and would like to remain involved with the project throughout the rest of the year she said.

She said Consultant Stuart Arnett suggested Farmington model its downtown after White River Junction, Vermont as it has the same type of layout and potential that town has.

Ms. Haig said some common themes about what the respondents didn't want was more restaurants.

Ms. Haig said she also learned that a plan to purchase the building where Subway was located has been put on hold following a building inspection that revealed major updates are needed.

New ATV Group- Mr. Orvis said an organizational meeting of FARM Trails (Farmington Area Recreational Motor Sports Trails for Everyone) is scheduled for Wednesday, July 25 at 5 p.m. at Honey Dew Donuts in Farmington. The group will discuss whether to join another trails group, forming a non-profit organization and potential trail locations. He said about 125 people signed up on the Face book page but he is expecting about 25 people to show up for the meeting.

10). Next Meeting: Tuesday, August 14, 2018 at 6 p.m.

11). Adjournment:

Motion: (Laferte, second Titus) to adjourn the meeting passed 6-0 at 7:12 p.m.

Respectively submitted

Kathleen Magoon, Recording Secretary

Angela Hardin, Chairman