

Town of Farmington
Economic Development Committee Meeting Minutes
Tuesday, June 11, 2019

Committee Members Present:

Angela Hardin, Chairman
Denise Roy-Palmer, Vice Chairman
Sharon McKenney, Secretary
Dave Connolly, Selectmen's Rep.
Chad York

Committee Members Absent:

Stephen Henry, Planning Board Rep., excused
Randy Orvis, excused
Brianne Varney, excused

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:

May 14, 2019 – No errors or omissions

Motion: (Connolly, second York) to accept the minutes as written passed 4-0-1 (McKenney abstained).

5). Board of Selectmen's Report:

Mr. Connolly said things are moving along with the Selectmen and they are waiting for more information to come in before making any decisions.

Mrs. Hardin said the Steering Committee meets again on June 20 and she is hopeful that they will come out of that meeting with some deliverables for the board.

6). Planning Board Report:

There was no Planning Board report due to Mr. Henry's absence.

7). TIF District Report:

Mrs. Roy-Palmer said she received all of the information she requested regarding the Tax Increment Financing Advisory Board including a list of the members and that she will contact them and schedule their next meeting.

8). Old Business:

Adopt-a-Spot – Mrs. Hardin said following last month's discussion she put together a rough draft of the program guidelines and the application. She asked the members to review and discuss them before they are presented to the Selectmen for their approval.

Mrs. McKenney asked where the spots are located in town.

Mrs. Hardin said they are going to work identifying the existing spots as well potential new spots around town. She said she contacted the Town Administrator to see if there is a list of the current spot locations and jotted down a list of the existing spots from her knowledge.

Guidelines- Mrs. Roy-Palmer suggested changing “Please avoid the following:” to “The following items are not allowed” and then list the prohibited items.

Mr. York suggested that “Don’t” be replaced with “Do Not” as it sounds a little less harsh.

Mrs. McKenney suggested the list be printed vertically as people tend to miss items when they are printed in a sentence across the page.

Mrs. Roy-Palmer said item #3 says to “talk with us if you’re interested” and suggested it be changed to “If you have suggestions or questions about the above please contact us”.

Mrs. McKenney suggested they find out if the person/business that adopted the spot is still maintaining it.

Mr. Connolly suggested that “or invasive” be added after “non-native” in item #2.

Mrs. Hardin said this is a working document and that she expects there will be feedback from the Selectmen.

Mrs. Roy-Palmer asked if there will be a logo on both the guidelines and the application.

Mrs. Hardin said the Town seal would be used for the logo.

Application – Mr. Connolly said the opening paragraph states that “a drawing of the area should be provided” and it should be changed to a drawing “shall” be provided.

Mrs. Roy-Palmer said “with a list of plants” should be added to the end of that sentence.

She said the application asks for the length of term desired to maintain the spot and noted that the guidelines ask for a 2 year commitment.

Mr. Connolly said they recommend a 2 year commitment to tend the spot and that he wouldn’t include the 1 year option shown on the application.

Mrs. Hardin said she didn’t want to potentially deter anyone because they are looking at a 2 year commitment. A group or organization may consider trying it for a year to see how it goes and I didn’t want to scare anybody away she said.

Mrs. Roy-Palmer said a business may want a 2 year commitment so they know their investment made during the first year will be there for the second year.

Mr. Connolly said the Town is also making an investment by providing the mulch and the signs and they want to avoid turning over the signs every year. He recommended the 1 year option be removed from the application.

Mrs. Hardin said she would put a question mark on this item until after the rest of the Selectmen review and comment on the draft.

She said she left room on the application form for the “legal stuff” because she saw that other communities with an Adopt-a-Spot program had a blurb at the bottom of the page referring to an RSA where the adopter becomes a volunteer for the Town. She said the space is intended for

whatever legal wording that the Town Attorney would recommend to be put there. Chairman Hardin then asked the members with revisions made at this meeting, if she had the consensus of the committee to present them to the Selectmen at the next opportunity. Consensus of the members was to forward the revised documents to the Selectmen for review. Mrs. Hardin said she will also be asking the Selectmen to grant the EDC the authority to approve the applications. She said if they like what they see with only minor revisions needed they will probably grant the authority but if there are major revisions needed they will probably hold off granting authority until after the changes are made.

Signs - Mrs. Hardin said she did get some information on the signs from the DPW. She said it would cost approx. \$20 to fix the existing Adopt-a-Spot signs depending on what is changed and there are 4 signs that are blank or can be changed currently in the DPW shed.

Mrs. Roy-Palmer asked for the cost for new signs.

Mrs. Hardin said she did not get a price for the new signs but was told the cost for new signs would be significantly more. She said she asked for additional information such as how many characters there are per line or to put her in touch with the vendor.

Mr. Connolly suggested she contact other communities and ask them who they use for signs.

Mrs. Roy-Palmer suggested she Google "Adopt-a-Spot signs" and it will come up with all of the companies that make those signs.

Mrs. Hardin said she planned to shop around for the signs. She added that she confirmed with the Town Administrator that the Town will provide the mulch for the spots.

The members listed the following existing Adopt-a-Spot locations in town: at Tappan and High Streets near Rite Aid, the end of Spring Street, the front of the Old Town Hall, the island at the end of Central Street, next to the bus stop at the former fire house site, the Welcome to Farmington signs at the Town lines on Route 11 and at Spring and Central streets.

Members suggested potential new spots for adoption could include the Main Street Bridge, the in front of the Public Safety Building, in front of the Municipal Office Building, around the bandstand at Fernald Park, Edgerly Park, Memorial Park, Vision Park at the 500 Boys and Girls Club, the Sarah Greenfield Business Park sign and in front of Farmington Children's Center.

Mrs. Roy-Palmer asked if the idea was to approach the current adopters and ask them if they intend to continue maintaining their spots and to have a list of spots available for adoption.

Mrs. Hardin said that is correct.

Mr. Connolly said the current adopters should be asked to fill out an application for record keeping purposes.

Mrs. Roy-Palmer asked if the potential adopter would be asked to attend an EDC meeting for approval or if the committee could just review the application and then approve/deny it.

Mr. Connolly said he thought the Chairman could present the application to the committee and that the applicant does not need to attend the meeting unless the Chairman has some concerns about something on the application.

Mrs. Hardin said she had thoughts on both sides of this issue where the application could be straight forward and simple or that there may be a member who has concerns or questions she didn't think to ask.

Mrs. Roy-Palmer asked that a purpose statement be included at the top of the application stating why the EDC is taking on this initiative. She then asked if perennials and small shrubs are allowed at the spots as it isn't mentioned in the guidelines.

Mrs. Hardin said they are allowed and that they didn't want to make the guidelines too restrictive.

Mrs. Hardin asked what contact information should be put on the application.

Mr. Connolly said the information should include sending the application to EDC at the Municipal Office Building address, calling the Selectmen's Secretary at the main phone number there, or to go through the Town website to contact Chairman Hardin.

Mrs. Hardin said she would make the amendments recommended at this meeting, contact the Town Administrator about getting on the Selectmen's agenda and notify the members when they are scheduled to meet with the board.

Any Additional Input for the Steering Committee – Chairman Hardin said that the next meeting of the Downtown Revitalization Steering Committee is Thursday, June 20 at 5:30 p.m. in the Selectmen's Chambers and asked if there was any additional input from the EDC for the Steering Committee.

Mr. Connolly said the Steering Committee has been instrumental in working towards the final product. He said there was some discussion at the Selectmen's meeting that maybe some of the Steering Committee members would like to join the EDC.

Mrs. Hardin said there has been a little discussion about the future of the Steering Committee which may include some members joining the EDC or the Farmington Preservation and Improvements Organization (FPIO) or forming a similar group of their own. There are people in that group that want to stay engaged so we need to them some outlets to do that she said.

Mrs. Hardin said she watched the Selectmen's meeting where Stuart Arnett of ADG gave the board an update on the status of the revision to the Master Plan and that he plans to ask for volunteers from the Steering Committee to help distribute and collect the surveys that will be used to get input from the residents to update the plan and to make contact with the various groups in town to get their input as well.

She said the public is welcome to attend the Steering Committee meeting as are the EDC members where they can share their thoughts with the committee or they can e-mail their ideas to her if they are unable to make the meeting.

NHEDA Meeting – Chairman Hardin reminded the committee that a workshop on Public Private Partnerships will be held by the NH Economic Development Assoc. on Friday, June 21 at the MillSpace in Newmarket from 8:30 a.m. to 1 p.m. She said the members discussed this at a previous meeting and voted to spend up to \$100 for up to 2 people to attend the workshop.

She said Mrs. McKenney said she is available and would like to attend the workshop. Mr. Connolly said Ms. Varney had also expressed interest in attending the workshop. Mrs. Hardin said she would follow up with Ms. Varney and if she is still interested in attending both Ms. Varney and Mrs. McKenney can attend.

Economic Revitalization Zones – Mrs. Roy-Palmer said there is legislation proposed to continue the ERZ program and to increase the dollar amount available. She said she has not received any information on the status of the bill and that she would follow up on it.

Moose Made Expo – Mrs. Roy-Palmer said Explore Moose Mountains held the expo on May 6 and that the event went very well. She said representatives from the NH Bureau of Travel and Tourism, NH Made, Moose Mountains Regional Greenways, as well as several NH Historical Societies, businesses and vendors were in attendance but no one was there representing Farmington. It was a great venue and we're looking forward to expanding it next year she said.

Branch River Scenic Byway – Mrs. Hardin asked about the status of the scenic byway. Mrs. Roy-Palmer said it is still going forward and they made a presentation to the Wolfeboro EDC and they are recommending it to the Board of Selectmen for approval. They have the Lakes Region Tour Byway there but the byway expansion we are proposing has to connect to that byway she said.

She said it will go from the Brookfield town line on Rte. 109 then down Middleton Road in Wolfeboro to Middleton. She said they have not yet spoken with the Farmington Selectmen about the proposed route and can meet with them at any time.

Chairman Hardin said she would put this issue on next month's agenda to continue the discussion. She asked Mrs. Roy-Palmer to send out any information she may have ahead of the meeting so the members can be prepared for the discussion next month.

9). New Business: None

10). Any Other Business that may come before the Committee: None

11). Next Meeting: Tuesday, July 9, 2019

12). Adjournment:

Motion: (Connolly, second York) to adjourn the meeting passed unanimously at 6:50 p.m.

Respectively submitted

Kathleen Magoon, Recording Secretary

Angela Hardin, Chairman