

Town of Farmington
Economic Development Committee Meeting Minutes
Tuesday, December 13, 2022
356 Main Street, Farmington, NH 03835

Committee Members Present:

Danielle Harris, Chairman
Penny Morin, Selectmen's Rep
Adam Giles
Stephen Henry, Planning Board Rep
Lynn Fuller

Others Present:

Kelly Heon

Committee Members Absent:

Taylor Crawford, Vice Chairman, excused
KJ Cardinal, excused
Dan Woodman

1). Call to Order:

Chairman Harris called the meeting to order at 6:23 p.m.

2). Pledge of Allegiance:

All present stood for the Pledge of Allegiance.

3).Public Comment: None

Mrs. Harris welcomed new member Lynn Fuller to the committee

4).Review of Minutes:

Nov. 15, 2022-Public Meeting Minutes- No errors or omissions

Motion: (Morin, second Giles) to accept the minutes as written passed 3-0-2 (Fuller, Henry abstained).

5). Updating EDC Website:

Mrs. Harris said Admin. Asst. Terri Magoon is in the process of making the updates and asked the members to take a look at the website. She noted they need to add Ms. Fuller's name as a new member.

Mrs. Heon suggested if they have any suggestions to have one person on the committee filter that and is the contact with Mrs. Magoon and asked Mrs. Harris if they have been doing that. Mrs. Harris said yes.

Mrs. Heon said Mrs. Magoon is really good with the website and the website is not easy to maneuver. She said it's not user friendly at all but she has spent a lot of time doing tutorials and figuring stuff out so it's probably going to be a lot faster for her to put content on than for us to give one of you the log-in for that. But that is certainly something we could talk about in the

future if that is something you'd prefer she said.

Mrs. Harris asked if anyone would like to volunteer if that is something of interest.

Mr. Henry said if it's something they need to do he was sure he could figure it out. He said if they don't have to do it he was fine not doing it.

Mrs. Heon said one of the things that's good about maybe having Mrs. Magoon be the staff person that does that is she manages the whole website and they would as a town like for it to have some continuity from page to page with same set up. She said each dept. and each board is going to have their certain unique things on their page but the way the whole thing is set up if they could maintain continuity that would be great.

Mrs. Harris said Mrs. Magoon will continue to update that and she just added their first newsletter.

Mrs. Morin said she heard lots of "buzz" about it and she saw it today.

Mrs. Harris said that was good to hear and asked to have the business form that Mr. Cardinal created put on the website so businesses can go on and fill that out.

Ms. Fuller asked about the business form and what that is going to do.

Mrs. Harris said the business would fill out their name, contact information, website and if they have any social media that's an option to add that in and that would go through to be on the business directory page and that's one of the items they are updating on the Town website.

Mrs. Heon said we had a very outdated business directory on our website and probably a good portion of the businesses on there weren't even in business any more so one of the goals they wanted to do was to get that updated. She said to Mr. Giles' point that is probably where they might run into some businesses that might be nervous about wanting to advertise on our website because maybe they haven't gone through the process so if there's anything they can do to make that easier we as the Planning and Community Development Dept. would be open to suggestions. We don't have the staff right now but we had talked in the past about having some kind of welcoming letter with these are the steps you would go through if you want to open a business in Farmington to make it a little less daunting she said.

Ms. Fuller asked if any of that information is out there now like if a business were to come into town.

Mrs. Heon said she didn't know and she thought they have the basic information but she didn't think they have something on the website that would help somebody go through the steps. She said something this committee might want to do is to spend some time looking at other towns' or cities' websites and if they found something we should do we're not above copying from other towns. We don't need to recreate the wheel if there is another town that has already produced something like that she said.

Mrs. Harris said the Rochester website has been good and then asked if there were any other ideas or thoughts on that.

Mrs. Morin asked if they were just going to get everything they need to Mrs. Magoon and she

can upload that form onto the website.

Mrs. Harris said yes and she should be able to send her that link and she should be able to embed that and then it can live there.

Ms. Fuller asked if they could send to Mrs. Magoon, if the information for her is out there or if they bring it to Mrs. Harris.

Mrs. Harris said at this point they can it to her and then to Mr. Henry if he is interested.

Mr. Henry said it's not that he is interested it's if they need somebody to do it, it falls within his skill set.

6).Review of Short Term Goals:

a). EDC E-Newsletter- Mrs. Harris said they touched on the EDC newsletter and now that's live on the website but it is not on the Face book page yet and she would post that this evening.

b). EDC Face book Page- She said since they last met the Face book page is now also live and they do have a copy of the social media policy so she would make sure they note that.

Mrs. Heon said to take a look at the social media policy and read through it and if there is something they think if they do this they would be breaking the policy to bring it to the Town Administrator's attention and maybe the policy needs to be updated or something.

Mrs. Morin suggested or an exemption may need to be added.

Mrs. Harris said they would do that because they want to make sure they can promote businesses and things like that.

Mr. Giles asked if they have figured out who is going to take the password this time.

Mrs. Heon said the Face book she's talking about is the EDC's Face book page. She said they are still locked out of the Town's Face book page because it was opened by the former Town Administrator and they do not have the password.

Mr. Giles asked if Mr. Cardinal started the EDC Face book page.

Mrs. Harris said Mr. Cardinal started their e-mail so now they have a Farmington EDC e-mail at gmail.com and there are a few of us with the password.

Mrs. Heon said it would probably be best to give that password to somebody at the Town level just in case for in the future.

Mr. Giles said he was wondering about that because if somebody stepped down it would be foolish to go through all this and lose it and not be able to access it.

Mrs. Harris said they have documented it, there are a couple of us that have it and she will make sure it is shared with the Town too so that doesn't happen again.

Mr. Henry asked if she said it was a G Mail address.

Mrs. Harris said it is because they are using some Google Docs for the form for the business directory and things like that.

Mr. Henry said he was pretty sure you can use Google Docs with other e-mail addresses. He said it would be better to have one with the Town's domain name rather than G Mail.

Mrs. Heon said she thinks all of their e-mails are G Mail but...

Mr. Henry said G Mail may be the server and the school uses G Mail for their mail server too but their addresses are at sau61.org. He said it gives a little more credibility to the e-mail because anybody can get a G Mail account and coming from the Town it will give it a little bit more credibility because its official so they will entertain your questions and might be willing to give you some information.

Mrs. Heon asked to have whoever opened the G Mail account to get in contact with the Town's IT Technician Eric Miles.

Mrs. Harris said she would connect with Mr. Miles and in the interim so they have something just to function but they'll work on getting that set up. She asked if there was anything else related to the Face book page or things they think would be of interest. She said they did a couple of posts around Thanksgiving and the business holidays promoting supporting local spending for those holidays.

Mrs. Heon asked how many people are following it so far.

Mrs. Harris said it's brand new so there are about 10 people so far. She said it is following almost every business in town as well so it's just starting to interact with other businesses so they're a grassroots following so far but that's how they're building it.

Mr. Giles asked if a job fair would broaden their exposure and that he didn't know the EDC even existed until recently. He said a job fair would bring all the companies together, people would start talking, they would get more followers and everybody would interact and everybody needs help. He asked if they could arrange that.

Mrs. Heon said the EDC might be able to partner with another organization in town and host a job fair at some point. I don't see why not she said.

Mr. Henry said the school had a job fair last year or the year before and by the time he went to it after school it was closed so he couldn't say how it went. He said a lot of the students came out for it but he didn't know how much of the public came out for it.

He said the School Board is planning another Spring Fling which is a community event with lots of booths from the different organizations there so the EDC could set up at that as well. There were a lot of people that came to that one and it was pretty well attended he said.

Mr. Giles said they need to get their name out there and he didn't even know about this and some companies might not even know what EDC means. He said it would put them out in the town and help out.

Mrs. Harris that's a great idea but she was not sure of the timing and the next steps for that.

Mr. Giles said he thought it get a lot more followers if they opened it up and it would feel more welcoming. He said he was here because he felt the Town wasn't and he was speaking for a lot of people that are businesses in town that don't feel welcome to be here so if they make it like Mrs. Heon said with the welcome letter it would make it feel a little more...

Mrs. Heon suggested some kind of an open house where businesses or people potentially looking to open businesses could come and ask hypothetical questions and she thought the

Town would be open to anything like that.

Mrs. Morin said maybe that could be a subcommittee for the spring or partner with the school at their Spring Fling and invite businesses-maybe not in the same space but have things opening in the same area so you could do the Spring Fling at Henry Wilson and the job fair or something up at the high school.

Ms. Fuller said they could attend the Spring Fling as a committee and promote the open house.

Mrs. Heon said one of the things they talked about at their previous meeting was having some kind of a forum with the other organizations in town to share ideas. She said Mr. Henry brought up a good point about the school's Spring Fling and you don't want to duplicate efforts so you want to make sure everybody is not on an island doing their own thing where if all of the organizations we can really make something happen.

Ms. Fuller said it would be a great idea to have them pulling it all together to show that we can work together as a town and not against each other.

Mrs. Harris said they have a subcommittee on this and it would be great to pull everyone together for potential events.

Mrs. Morin said it would be great to invite some the organizations to their next meeting so they can be part of the subcommittees as well because if you're planning something and wanting it to go in conjunction with the rest of the committees in town it would be nice if they were part making that process happen.

Mrs. Heon said even being able to share the calendars that the organizations have going on for 2023 like what's going on with the Rec. Dept., what's happening with the Friends of Farmington, the Woman's Club and what's the school doing and being able to work together so that you don't plan a big event on the day that somebody else is planning a big event.

Mrs. Harris said as they have any of that they can promote it on their Face book page.

c). Update Town Website Business Directory- Mr. Henry asked if they wanted to consider a subdirectory of commercial landlords and a resource for people looking for space to open their business and who they would contact. He said it could be someplace for the downtown property owners to list their information for people that are looking for a space to rent for their business, not exclusively downtown, or real estate agents that have commercial listings.

Mr. Giles suggested that it be zoned properly for what they need so they're not getting into a problem with not having the right zoning.

Mr. Henry said somebody looking to open a store is probably looking for a commercial zone anyway and don't want to run it out of their house.

Mr. Giles said he thought he could run his business out of his house and he found out quickly that it wasn't going to work that way.

Mr. Henry said there is a limit to the size and he has a pretty big operation.

Mr. Giles said he didn't at first and that he had 3 people and he didn't know how the zoning worked so what he brought up was a good point so if you could look in certain areas and maybe

something like a tattoo parlor could probably be out of someone's house.

Mr. Henry said the limits would depend on how many people are coming and going, your signage, deliveries and things. He said a lawyer or an accountant can work out of their house but it's not like Cumberland Farms where people are coming and going constantly.

Mr. Giles said if you are a person in town that has commercial property or a rental and you could put it to what it's zoned for it would be helpful for that person instead of having to fight not knowing what it is right off. It would be more welcoming and it would help the person who owns the place to rent it faster he said.

Mrs. Harris asked Mr. Henry if he was saying they could use the business directory for store fronts that are empty.

Mr. Henry said a directory of places to look for commercial property whether it's to rent or buy for somebody that wants to open a business in town.

Mrs. Harris said that would be separate from the business directory they have which is a list of the current businesses on the website. She said that's a great idea and they could start another list and they would probably want to call it something different like available spaces.

Mr. Giles said the existing directory is for established businesses trying to register and suggested if there was another item on the Face book page to put that in it would be awesome.

Ms. Fuller said once the new business information is up maybe it could be an add-on to that on the web page.

Mrs. Harris said they can utilize the web page and the Face book page as they have news to share and it's meant to be a shared resource for businesses so it sounds like one item would be to create this list. She said step one would be to create this list so they can work with the real estate groups in town and get those spaces.

Mr. Henry said they might give us a link to their commercial properties in town because they can probably build a search with a filter for their commercial listings in Farmington.

Mrs. Heon said she thinks the Honey Dew Donuts and the house next to it is for sale.

Mr. Henry said Honey Dew is a business that owns the building but not the land that it's on and the land that it is on is for sale but he didn't think Honey Dew is for sale now. He said the building beside it and the one out back goes with the property so there are 3 businesses on that one lot on the corner (of Rt. 11 and Rt. 153).

Ms. Fuller asked in that case if they pay rent to somebody.

Mr. Henry said they have a lease on the land but that lot has at least 2 other businesses on it.

Mr. Giles said the building next door is on a separate lot and he knew this because he tried to buy it.

Mrs. Heon said the one on the corner has the same owner but it's a separate lot.

Mr. Henry said he thinks it is all for sale together and they didn't split it off.

Mrs. Harris asked if anyone would like to take on the initial outreach to the realtors.

Mr. Henry said he could do that. He asked if they wanted to limit it to realtors that have offices

in town or realtors in the area.

Mrs. Harris said they were thinking of whoever is listing properties in town maybe starting with the ones in Farmington and any store front in town but it could be an agent from elsewhere.

Mr. Henry said people that invest in property tend to work with one agent to list their properties everywhere.

Mrs. Harris said there a lot of great store fronts and the one next to Rite Aid is prime real estate and hopefully they can get something in there. She said Mr. Cardinal couldn't be here tonight and he is the one that put together a business form. She said they discussed the current Town website has a directory of businesses that is out of date and they are working on updating that and since they last met there has been a lot of movement on updating it which has been great. She said Mr. Cardinal got a list from the NH Secretary of State so now the list has more than doubled and the members went through and removed the businesses they knew were out of business and helped lower that list and now we have one from the state as well. She said he said now that we have the business form and the contact information from the Sec. of State they could send out a mass e-mail and have them fill out that information and confirm it and from that they can update the Town website.

She said she would cross check the information that Mr. Giles provided and the next step would be to send out the mass e-mail.

Mrs. Morin asked if once the e-mail is put together if they would see it as a group of if they would just send it out.

Mrs. Harris said they could do that.

Mrs. Morin explained that she was trying to make it so they don't have to do that and she wants it to move a little quicker so if they know what's going to be in there it would be okay that whoever is putting it together puts it out.

Mrs. Harris said they could draft it as its come up sort of as a welcome letter and to invite them to fill out this form and that they are updating the website and they want to make sure their contact information is up to date.

Mrs. Heon asked if they wanted to include some kind of blurb that says if you haven't registered your business with the Town give the Planning and Community Development Dept. a call and they'll help you with the steps. She said she wanted to be careful that they don't appear to be because they are inviting businesses to advertise on the Town website that they're giving them a blanket permission that they're all set with the Town when they might not be. She said that doesn't mean they've done something wrong it just means they might not have known what they were supposed to do.

Mr. Giles said he knew of a handful of people that shouldn't be where they are which is why he brought up the zoning part. He said some people might run businesses that they don't even know that they're wrong and think they're fine and if they sign up they feel like they're going to get in trouble.

Mrs. Harris said they could express that sentiment in it but just as an inviting and they are all volunteers and they want to partner with the Town on any specifics.

Mrs. Heon said she would want to run that by the Planning Director and ask him what he thinks as he would be the one dealing with it all. She said this all goes back to education and trying to make sure the information is out there and available so people wanting to open a business know what they have to do and there are always going to be people that say they're not going to follow that. She said one of the things that is difficult from the Town's perspective is they only have so many staff and there is only 1 Code Enforcement Officer so he doesn't have time to check on every single thing that might be wrong but he's going to treat everybody the same. She said the information from the Sec. of State's office is public knowledge but it gives them the names of businesses that are registered with the state of NH and operating in Farmington and they may not have come to the Town and done whatever steps they needed to do so if we're going to invite them to be on our website we should also say if you haven't registered with the Town here's how you do it.

Mrs. Harris said she would take that up with the Planning Director. She said the letter would start with a welcome, that important information and then encourage them to fill out the form and then see who has filled it out and where they're at at their next meeting. I imagine it may take a couple of months and maybe 1 or 2 reminders she said.

7). Placemaking and Pop-up Demonstration Potential Subcommittee:

Mrs. Harris said the purpose of this was gathering all the groups in town and being a communications vehicle of what's going on and creating a forum for folks to communicate. She said they want to invite the community and civic groups in town to be part of the subcommittee and there are a lot of groups so they would probably have to meet at the Public Safety Building and maybe they could write a short form for them to answer a couple of questions like a survey.

Mrs. Heon they might be able to meet at the Rec. Dept.

Mrs. Morin said they would have to book that through Rec. Dept. Director Erica Rogers.

Mrs. Harris said in the first newsletter they encouraged folks if they're interested in being the representative from their committee or group to contact through their e-mail address so they can see who responds to that and they can post it on the Face book page as well.

She said some of the EDC members are part of different groups and asked them to engage with them on this or any other ideas they have on how to engage with them.

Mrs. Heon said she could brainstorm and send her a list of groups that can think of because they are a lot when you think about the schools, churches, non-profits and sports groups.

Mrs. Harris said what they had on the current civic and community group list was a large amount but it didn't cover nearly as many as we actually have in town and asked if there was a working list anywhere.

Mrs. Heon said the Sec. of State also has a charitable list so they can utilize that to see how

many registered charities are in Farmington.

Mrs. Harris said that would be helpful so they could an idea of who they are missing because it would be great if they could have a rep from each group and set up some sort of communications in the future. She asked the committee if they had any ideas on that and if they wanted to have an e-mail or Face book page just for that.

Mrs. Morin said until they know who they are going to be chatting with making any more new pages now might be too early.

Mrs. Harris said not now but once they have a group together and she imagined they would have to have a meeting first.

Ms. Fuller asked for the goals for this meeting and the date/time it would take place.

Mrs. Harris said they would see how many folks respond to the first newsletter, how they promote it or just by word of mouth in the groups and how many people respond to the EDC e-mail saying they're interested in joining the subcommittee. Maybe in March she said.

Mrs. Heon suggested they make it in late March or early April because they have to get past the elections and Town Meeting. She added she didn't see why they couldn't have a booth at Town Meeting as many of the other groups do that.

Mrs. Harris asked for the date Town Meeting will be held.

Mrs. Heon said the voting is on Tuesday and Town Meeting is on Wednesday and she didn't know if they can set up booth during the elections or just at Town Meeting and she would find out the rules on that and it would be just to pass out information so maybe that would be a good time to try to have the second newsletter ready.

Mrs. Harris said they could aim to have that ready once they know the date of Town Meeting. She said they would plan to have the subcommittee meet for the 1st time in March to welcome everyone and go over the purpose of placemaking and pop-up demonstrations. She said a lot of the groups already have things in the works so they will make sure to get an idea of what other folks are doing and see how they can support them and the groups can come together.

Mrs. Morin said that would give them the Jan. and Feb. meetings to meet with the other groups and as a subcommittee as well to get those things formulated and come up with a solid plan. She then said Town Meeting is scheduled for March 15.

8). Bylaws Review:

Mrs. Harris said they did a quick check before but they wanted to take a look at the bylaws as a group and asked if everyone had a chance to take a look at them. She said one item they wanted to look at was ensuring what they want to set in stone for a quorum and the verbiage.

Mrs. Morin asked if they could set the quorum at 6 (members present to hold a meeting) and make that part of their bylaws.

Mrs. Harris asked if it could be half of 8 which would be 4 members present.

Mrs. Heon said she didn't know and she would have to ask the Town attorney if a quorum is a majority of your members or a majority of the members that are present.

Mr. Henry said if they can he would define a quorum as 1 more than $\frac{1}{2}$ of the seated members.

Ms. Fuller said without putting a number to it not knowing how many members they have.

Mrs. Harris the members if they wanted to vote on that.

Mrs. Morin asked if they want to bring it to the attorney first or if they think that's fine 1 more than the members seated.

Mrs. Heon asked what was meant by the members seated.

Mr. Giles said if they have 9 members a quorum would be 5 members present.

Mr. Henry said on the Planning Board they have an alternate member and they may seat the alternate so the alternate is active for that meeting but is still an alternate member so he wasn't sure that seated was the right word.

Mrs. Heon said the attorney said she would help if they want help with re-doing the bylaws and suggested that everybody take them home and read them and come back to the next meeting with them all written up in red pen.

Mrs. Harris said the attorney's e-mail was full of legal jargon but there is a part that says that a quorum would be established by the attendance of at least 4 committee members and she may have based that on they originally had 7 members so that would be 1 more than half so that's a great idea if they all agree on 1 more than half of the seated members. She then asked if that is something they should vote on.

Motion: (Morin, second Henry) that it's one more than the seated members to make a quorum;

Discussion: Mr. Henry asked if this needs to be discussed at 2 meetings before they can change them. He said at the Planning Board when they changed their bylaws they had to discuss them at 2 meetings.

Mrs. Harris said she didn't think that was in the EDC bylaws.

Mr. Henry said he didn't know if that was by RSA or by their bylaws.

Mrs. Morin said they talked about this at the last meeting so this would be the second meeting.

Mr. Henry asked if they were on the agenda at the last meeting.

Mrs. Harris said she would have to double check but they did discuss it at the last meeting.

Mr. Henry said the Planning Director could answer that question.

Ms. Fuller asked if he was saying they can't vote on it tonight.

Mr. Henry said he was not sure and that it may/may not be a binding vote but worst case scenario they may say that vote doesn't matter.

Mr. Giles asked what happens next time when we're here and we don't have enough people.

Mrs. Morin said the bylaws were not on the last agenda.

Mr. Henry said as far as he was concerned they could vote but worst case scenario is the vote legal.

Mrs. Morin said they may just have to reaffirm it at the next meeting.

Ms. Fuller asked if at the next meeting whoever wasn't here for these minutes can't vote on that.

Mrs. Harris said they only can't vote on the minutes but they can vote on everything else.

Mr. Henry said they can vote on the minutes but typically people don't.

Ms. Fuller asked if they vote now on what a quorum is.

Mr. Henry said there is no harm in voting it just may not have the effect that they want.

Mrs. Harris said they would give it a shot and called for the vote on the motion.

Vote: The motion passed 5-0.

9). Any Other Business before the Committee:

EDC Budget Request- Mrs. Heon asked the committee if they wanted to submit any sort of budget request for 2023. She said there was \$600 budgeted for economic development and none of that got spent because they weren't meeting or doing anything but if there's going to be any kind of project they want to do or put together any flyers or welcome packages for new businesses or purchase anything (they need to budget for it).

Mrs. Harris asked if they have anything for ribbon cuttings.

Mrs. Heon said they have had ribbon cuttings but she didn't know what they had and she could look around as there has to be a pair of scissors somewhere. She said if they wanted to purchase anything at all now would be the time to at least put in a request to get some money in the budget for 2023.

Mrs. Morin asked if they should ask for \$1,000 so there's something in the line.

Mrs. Harris said they have the quarterly newsletter so it's 4 times that for printing next year.

Ms. Fuller asked if they could include refreshments for the subcommittee meetings.

Mrs. Heon said yes.

Mr. Giles said sign boards for the job fair.

Mrs. Heon said at the very least to request \$1,000 or \$1,500 or whatever they think and they are going to want to know what they plan to do with the money so they need to have some kind of minimum idea.

Mrs. Harris said the purchases for the subcommittee would be a lot of people with all the groups and thanked Ms. Fuller for the suggestion.

Ms. Fuller said food brings people and it's sad but it works. She asked if they would ask what kind of fund raisers they're doing if they request this.

Mrs. Heon said it may depend on how much they request and if it was a minimum amount they probably wouldn't question it but if they ask for \$10,000 they are definitely going to want to know what you planned on doing with \$10,000.

Mrs. Morin said she didn't think \$1,500 was unreasonable just to get them going. She said they may not request that every year but just to get them out there and get them noticed and get people talking about it. She said if they were doing a Hay Day event it's nice to show some swag and let people know what they're doing and have some flyers, not just the newsletters but maybe some postcards and picture boards for Hay Day so they can see what they're about.

Mrs. Harris said she does a lot of print for work so she knows it really does add up and they

could easily spend almost \$1,500 just on paper.

Mr. Giles said he would say \$2,000.

Mrs. Harris said she would be happy to pull together a budget.

Mrs. Heon asked her to put together a budget and send it to the Town Administrator.

Ms. Fuller asked if the amount they ask for is denied if they will say we can't give you this but we can give you this.

Mrs. Heon said they will give them something.

Mrs. Harris asked when they need the budget by.

Mrs. Heon said as soon as possible as they are putting the budget together but she will tell Mr. Dickie that it is coming. She said they would plug something in for economic development and wait on their budget and he probably wouldn't present that to the board until after Jan. 1.

Mrs. Harris said she would work on the budget and make sure they have it before the holiday. She said her list for events includes the welcome for the subcommittee and the job fair and paper printing and asked if there was anything else.

Mrs. Morin suggested welcome baskets for new businesses.

Mrs. Harris said they mentioned ribbon cuttings and that Nomads is planning to open in March and maybe that could be one of their first.

Mrs. Heon said they could do a ribbon cutting for a business that is already open if they wanted to just to get them some PR.

10). Review Action Items/Plan for Next Meeting:

Mrs. Harris said they had a handful of actions from this meeting and they will meet on the second Tuesday in January. She said she is hoping they can get everybody for the next meeting and maybe they can take a new group picture for the web page.

Mrs. Heon said in addition to that they should do a write up for the Town Report so they will need a picture of the EDC and a write up and she would work with Mrs. Harris on that.

Mrs. Morin said they still need a Secretary and they were waiting for Ms. Fuller to be seated.

Motion: (Morin, second Henry) to appoint Lynn Fuller as the EDC Secretary;

Discussion: Ms. Fuller asked what her role would be as Secretary.

Mrs. Morin said she would not have to take the meeting minutes unless the Recording Secretary is not here. She said her role would be she would be third in line to the Chair.

Mrs. Heon said she may have a task or two assigned to her.

Mrs. Morin said she may reach out to Admin. Asst. Terri Magoon when she finds something that needs to go on the website and those kinds of things.

Ms. Fuller said if they coach her along she can do that.

Mr. Henry said he is the Secretary for the Planning Board so anybody can do it.

Ms. Fuller accepted the nomination.

Vote: The motion passed 5-0.


Mrs. Harris asked when the Town Report write-up is due.

Mrs. Heon said the "drop dead" deadline is the end of Jan. but she would prefer mid-Jan.
Mrs. Harris said no worries as long as they can get everybody here next month for a picture.
Ms. Fuller asked if they could put that is what they plan to do at the next meeting in an e-mail.
Mrs. Harris said it would be on the next agenda.

11). Adjournment:

Motion: (Morin, second Henry) to adjourn the meeting passed 5-0 at 7:18 p.m.

Kathleen Magoon
Recording Secretary



Danielle Harris, Chairman