

**Town of Boscawen  
Economic Development  
Municipal Building  
DRAFT MEETING MINUTES  
Tuesday, April 4, 2022 at 5:30 PM**

**Present:** Barbara Randall—Chair; John Porter—Vice Chair; Adele Sanborn; Michael Tardiff, Executive Director —Central NH Regional Planning Commission; Lorrie Carey —Ex-Officio

**Guests:** Cheryl Mitchell—Water Precinct Commission Member

**Excused:** Mason Donovan; Caroletta Alicea

**Staff Present:** Kearsten O'Brien— Deputy Planning & Community Development Director; Kara Gallagher—Planning and Community Development Clerk

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Chair Randall opened the meeting at 5:37 P.M.

Chair Randall completed roll call and introduced one guest; Ms. Cheryl Mitchell from the Penacook Boscawen Water Precinct.

**Minutes:**

**Mr. John Porter motioned to accept the minutes as presented. Seconded by Mrs. Adele Sanborn. All in favor. None opposed.**

**Old Business:**

*EDC Facebook Page:* Chair Randall asked Deputy O'Brien to address the Committee about this topic. Deputy O'Brien explained that she hasn't created the EDC Facebook Page yet. She wanted to make sure it would be presented in the way the Committee would like. Deputy O'Brien used the Town of Derry's EDC Facebook Page as an example to show the Committee some ideas of what could be incorporated. She then explained some of the content that had been posted. Discussion ensued about what topics could be covered in the future. Mrs. Sanborn suggested making the intro as interesting as possible to draw viewers in. Chair Randall suggested creating a spotlight on town businesses. Deputy O'Brien stated she will begin by sharing the EDC Facebook page once it is created on the other Town pages.

*79-E Application Process Update:* Deputy O'Brien said the Select Board had approved the draft 79-E application. A Public Hearing is set for April 21<sup>st</sup>, 2022 after 6:00pm for the application fees. \$300 was the amount approved by the Select Board. Deputy O'Brien also presented the 79-E process sheet. She then explained this sheet to the Committee.

Deputy O'Brien said she is still waiting on the covenants to come back from counsel. Once those come back she will bring them before the Committee to review, and finally the Select Board for approval. It was then decided by the EDC that Deputy O'Brien will create an application fee

sheet that will break down the separate costs for the application and why those costs are included.

Deputy O'Brien stated that not all residents in the Village District know what District they reside in. She asked the Committee if they would like her to send a letter to all Village District residents before or after the application is approved. It was decided to wait until after approval so that a copy of the application can be sent out with the letter. Mrs. Sanborn asked if there is a way to show where the Village District is. Mr. Tardiff said a graphic can be created by CNHRPC.

Ex Officio Carey asked if the application will be available online. Deputy O'Brien said it will be on the website as a fillable PDF form. Applicants will still need to meet with the Planning and Community Development Department if filling out the application online to make sure the project will qualify.

Mrs. Sanborn asked where the Boscawen Historical Society fits into this process sheet. Deputy O'Brien said they will be included in the Select Board review section. She will add that onto the sheet. Ex Officio Carey said a comma needs to be added to the last line after "if approved" on the process sheet.

### **New Business:**

*PILOT Agreements:* Deputy O'Brien had created a list of all potential PILOT agreements with the current agreements being highlighted. She explained that the NH State Forest Nursery, Merrimack County facilities and Avaloch Farm could be asked to come in and discuss a potential PILOT program. Chair Randall asked Ex Officio Carey if this had been previously attempted with Merrimack County. Ex Officio Carey said it had, and she explained why it didn't work at that time. A discussion ensued on how to best approach bringing a PILOT agreement to these businesses. It was decided that Deputy O'Brien would draft a letter on behalf of the EDC and the Committee members will review.

*Job Fair:* Deputy O'Brien said she had gotten approval from the owner to host this at the Winthrop Carter House. The tentative date is currently Saturday May 7<sup>th</sup>, from 10am-1pm. She has not gotten confirmation on this date yet. Deputy O'Brien is thinking of changing the date and time to a weekday at night. The hope for this fair is to be less of a job fair and more of a "get to know your local businesses" fair. There was a discussion of how to draw as many residents and businesses as possible, and when the best time would be to have the fair. It was decided that the end of June would be a better time. Deputy O'Brien would like to focus on getting Boscawen businesses to attend and set up booths, and then reach out to surrounding towns. She will be putting an article in the News Vine to reach out to local businesses to attend. The Committee members brainstormed different names for this fair. The hope is to have a booth for each business in town if possible.

### **Other Business:**

Water Precinct: Chair Randall addressed Ms. Mitchell, saying she could be a connection to the Water Precinct, or a possible future member of the EDC. Chair Randall asked her what she would like from this Committee. Ms. Mitchell said to open lines of communication between the town and the Water Precinct.

ERZ: Deputy O'Brien asked Mr. Tardiff if there was a way to expand the ERZ District. Mr. Tardiff said yes. Deputy O'Brien suggested to extend it up North Main Street. There was a discussion about what the ERZ District is defined as and how this could be done.

**The next meeting will be held on May 2nd, 2022.**

**Mr. John Porter motioned to adjourn. Seconded by Mrs. Adele Sanborn. All in favor. None opposed.**

*Respectfully submitted by Kara Gallagher.*