

## **Hillsborough EDC Meeting Minutes for January 26, 2017**

Present: Jane Williams, Jack Wells, Susanne White, Robyn Payson, Laura Buono, Robert Hasset, Dana Brien

Guest: Mike Tardiff

Meeting called to order at 9:03am by Chairman, Jane Williams

**Minutes of 12/22 meeting** - Laura Buono made a motion to approve the minutes. Susanne White seconded the motion. The motion carried unanimously.

### **Economic Base Chapter of the Master Plan – Updates**

Mike Tardiff reviewed the current version of the chapter. He will be bringing it to the Planning Board for their input at their next regularly scheduled meeting

- Next Steps
  - Bring draft to planning board (next PB meeting is February 1<sup>st</sup> at 7:00pm) – Robyn Payson expects that the PB will provide good feedback on the objectives
  - Tie into zoning changes

### **Sidewalk TAP Grant**

- Robyn Payson and Laura Buono will be attending a class on 3/1/2017 to learn about LPA Federal Highway requirements.

### **Woods Woolen Mill**

- Application for clean up funding has been submitted for the next grant round
  - Waiting on permit for ROW to erect fence
  - EPA has not been given direction to stop reviewing grants.

### **CEDS**

- CEDS is through Department of Commerce – Mike Tardiff will look for a CEDS rep from this committee.

### **Tax Incentives**

Tax Incentives

- 79E – statute adopted in 2006 – 5 years of tax abatement to rehab exterior of buildings n Central Business/discussed adding this to the agenda after town meeting, in April or March.
  - Laura Buono to send Jane Williams 79E Checklist

### **By-Laws**

Robyn Payson reviewed the by-laws and suggested edits with committee.

- Membership/Terms – Proposed wording changes approved by committee. Susanne White to fill Steve Venezia’s position.
- Attendance – Discussion regarding importance of attendance at meetings – letters to go out to members as needed regarding attendance issues and member changes.
- Quorum – Discussion regarding 50% vs. 50% + 1 member – Robyn will research this further to see what the ‘norm’ is.
- Officers – Add wording that secretary is to be appointed, not elected. All other wording changes accepted by committee
- Conduct of Meetings – Jack Wells suggested adding that receipt should need to be acknowledged when meeting changes are sent out.
- Conflict of Interest – Proposed wording changes accepted by committee

Robyn will revise the by-laws based on committee feedback and revised version will be reviewed at February meeting.

### **Signs**

New parking Signs have been received and are in the Planning Office.

### **Parking**

Memorandum of Understanding is being tabled until April

### **Business Retention and Program**

Dana Brien is attending a meeting 1/26/17 to see who is already confirmed as volunteers. 2 trainings are set up and a 3<sup>rd</sup> can be added if needed.

### **Planning Director Update**

Wal-Mart is progressing. It’s down to final details which are being worked out.

**Arts in Downtown** – Table until March or April

**Miscellaneous** – Laura Buono asked if the white building downtown could be added to the next agenda.

**Respectfully Submitted,**

**Amanda Blevens, Secretary**