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**Town of Boscawen  
Economic Development  
Boscawen Municipal Complex  
DRAFT MEETING MINUTES  
Monday, April 5, 2021 at 5:30 PM**

7 **Present:** Mason Donovan – Chair; Barbara Randall–Vice Chair; John Porter; Caroletta Alicea;  
8 Lorrie Carey –Ex-Officio;  
9 Mike Tardiff, Executive Director - **Central NH Regional Planning Commission**

10 **Staff Present:** Kellee Jo Easler – Planning & Community Development Director; Crystal Tuttle–  
11 Recording Secretary; Kearsten O’Brien- Planning and Community Development Assistant  
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15 Planning and Community Development Director Kellee Jo Easler opened the meeting at 5:32  
16 P.M.

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18 Director Easler read off the Covid-19 Public Meeting Notice of Telephonic Meetings, which  
19 reads as follows: In light of the state of emergency declared by the Governor on March 13, 2020,  
20 and to respond to the COVID-19 pandemic, the chair has determined that an emergency exists  
21 and that accordingly, until further notice, (a) members of the board may attend all board  
22 meetings telephonically, without the physical presence of a quorum; and (b) members of the  
23 public who wish to participate in hearings may, on request, participate telephonically or submit  
24 comments in writing to be included in the record of the hearing.  
25

26 Roll call completed by Director Easler.  
27

28 **New Business:**  
29

30 Director Easler introduced Central New Hampshire Regional Planning Commission, Executive  
31 Director Michael Tardiff. CNHRPC Director Tardiff read the Draft Mission Statement for the  
32 Economic Development Committee. Mr. Mason Donovan stated that he would keep action  
33 items, along with Ms. Crystal Tuttle for this meeting. Director Easler read the Rules of  
34 Procedure, and informed the Committee that they needed to elect officers for the Committee  
35 pursuant to RSA 91:A.  
36

37 **Mrs. Barbara Randall nominated to elect Mr. Donovan as Chair, Ms. Lorrie Carey**  
38 **seconded. All in favor.**  
39

40 **Mr. Donovan nominated to elect Mrs. Randall as Vice-Chair, Ms. Carey seconded. All in**  
41 **favor.**  
42

43 According to the Rules of Procedure, a quorum needed for the Economic Development  
44 Committee is three, as there are five members. The Committee is interested in growing to seven

45 members. CRNHPC Director Tardiff read the draft of the Mission Statement to the Committee as  
46 follows: The Boscawen Economic Development Committee (BEDC) is an advisory committee  
47 consisting of a local citizens and business representatives appointed by the Boscawen Select  
48 Board.

49

50 The purpose of the BEDC is to promote a sustainable and diverse economic base that is  
51 consistent with Boscawen's rural and village character, to support existing businesses, and to  
52 encourage the location of new businesses in appropriate areas of Boscawen through the use of  
53 available economic development tools and strategies. Furthermore the BEDC will promote,  
54 assist and encourage initiatives that will further the economic objectives stated within the  
55 Boscawen Master Plan Economic Development Chapter.

56

57 **Chair Donovan moved to accept the mission statement. Vice-Chair Randall seconded. All**  
58 **in favor.**

59

60 CNHRPC Director Tardiff emphasized the key to gaining ground for Economic Development  
61 would be education. Webinars or workshops are also a great way to bring education to the  
62 residents. CNHRPC Director Tardiff also recommended adding recordings of meetings to the  
63 website, and for holding public comment at the end of meetings. This can be added to the Public  
64 Participation section of the Rules of Procedure. These will be brought to the Select Board for  
65 approval.

66

67 CNHRPC Director Tardiff spoke about the use of ERZ, and how this process can take some time  
68 to take off. This is a tax incentive for residents who pay a business profits tax and make an  
69 investment on a public facing improvement. CNHRPC Director Tardiff recommended sending  
70 notices to residents who live in this zone, and to put an educational piece in the paper or on the  
71 website. This can encourage people to choose this location for their businesses. 79E has not yet  
72 been approved in Boscawen, but with education this could pass at Town Meeting. The  
73 Committee should be thinking about Town meeting next year for tax incentives. Commercial and  
74 Industrial zones can come later down the road.

75

76 CNHRPC Director Tardiff recommended looking at the Penacook Boscawen Water Precinct at a  
77 later date. Infrastructure is important to Economic Development as well. The Committee will  
78 want to look at the financial impact of extending the Precinct Water to Revitalization Zones. A  
79 target of July for addressing this with the Precinct is realistic.

80

81 The next tool CNHRPC Director Tardiff spoke about was the Tax Increment Finance tool, which  
82 is aiming for something that will increase the overall valuation of a zone. Penacook and Concord  
83 have both used this tool. This is a more complex tool used to spur redevelopment. Exit 6 in  
84 Hopkinton is an example of this tool, with the creation of a TIF.

85

86 Mr. John Porter recommended utilizing the Rail Trail for signage to encourage people using the  
87 trail to come into Town to get a drink or lunch. Letting people know what is available in Town  
88 can encourage economic growth. Craig Tufts of CNHRPC can help with a trial walk to identify  
89 where this signage could go. Chair Donovan suggested getting donations from businesses in  
90 Town to give them an opportunity to advertise.

91

92 **Ms. Carey motioned to adjourn. Vice-Chair Randall seconded. All in favor.**

93

94 The Next Meeting is May 3, 2021 @ 5:30 P.M.

95 *Respectfully submitted by, Crystal Tuttle.*

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DRAFT