

**Town of Boscawen
Economic Development
Municipal Building
FINAL MEETING MINUTES
Tuesday, March 14, 2022 at 5:30 PM**

Present: Barbara Randall—Vice Chair; John Porter; Adele Sanborn; Caroletta Alicea; Lorrie Carey —Ex-Officio; Matt Monahan—Central NH Regional Planning Commission

Excused: Mason Donovan — Chair and Mike Tardiff, Executive Director —Central NH Regional Planning Commission

Staff Present: Kearsten O'Brien— Deputy Planning & Community Development Director

Vice Chair Randall opened the meeting at 5:45 P.M.

Mrs. Lorrie Carey motioned to accept the minutes as presented. Seconded by Mrs. Adele Sanborn. All in favor. None opposed.

Old Business:

79-E: Vice Chair Barbara Randall mentioned 79-E passed at Town Meeting. Mr. Matt Monahan gave the Committee some direction on the application process of 79-E. Deputy PCD Director Kearsten O'Brien suggested to Mr. Monahan that instead of the Town Administrator being the advocate for these applications that it should be changed to the Economic Development Committee. Mr. Monahan thought that a line could be added to include the EDC as a point of contact for towns that have an established Committee, but to not take away the Town Administrator as that person could have helpful insights. Since not every town has an EDC, Mr. Monahan suggested to keep the application as simple as possible, such as how to find someone to contact when needed. Deputy Director O'Brien stated that the Town Administrator has asked to be taken off the forms since the Town of Boscawen has a Planning Department that could be utilized as an administrative presence. Deputy Director O'Brien suggested that either she or PCD Director Kellee Easler be put on the forms in place of the Town Administrator. Mr. Monahan agreed.

Ex Officio Lorrie Carey suggested creating a checklist for the applicants. Mrs. Sanborn asked Mr. Monahan if he could explain the whole application process and who the process goes through. A discussion ensued about protocols and making the process easy to understand. Deputy PCD Director O'Brien suggested adding the Code Enforcement Officer to write the Determination Letter rather than having Planning Board or Zoning Board recommend. She explained that if someone were to go to either Planning Board or Zoning Board they would have to meet with the Code Enforcement Officer to begin with. Mr. Monahan agreed with the idea of taking out the Planning and Zoning Review and adding in Code Enforcement review in place.

Mrs. Caroletta Alicea suggested attaching a fact sheet to the application for applicants to know what the future steps will be. Mrs. Sanborn pointed out in the section of “replacement of qualifying structures”, under #2, mentioned a letter from the Boscawen Historic District Commission. The closest Boscawen has is the Historical Society. Deputy PCD Director O’Brien said she will reach out to the Historical Society to help with the review.

Mrs. Sanborn asked if there were a project that was halfway to completion, would the owner still qualify for 79-E? Mr. Monahan said it would not. The EDC came to the conclusion that the applicant should meet with the Planning & Community Development Department first, then have the review with Code Enforcement Officer, Building Inspector, and Assessor. The last two steps would be to meet with the EDC and then the EDC will make a recommendation to the Select Board with the Applicant.

New Business:

Moose Grant and Using the Federal Rehabilitation Grant: Deputy Director O’Brien said there is going to be a training on April 1st if any of the Committee members are interested in attending. If not, she will go to the training and will bring the information back to the Committee.

PILOT Agreements: Deputy Director O’Brien said there are a few that she has in mind, but she needs to contact the individuals. Vice Chair Randall asked if there is a list of nonprofit businesses that could be approached about the PILOT agreements. Deputy Director O’Brien said yes, she has that list and she could share that information with the Committee. Moved to next meeting.

EDC Facebook Page: Deputy Director O’Brien discussed with the Committee why a Facebook page dedicated to the EDC would be beneficial. There is already a Social Media Policy Guideline in place. The Committee can send any ideas or topics that they would like to see on the page to Deputy Director O’Brien.

Mrs. Caroletta Alicea motioned to begin a Facebook page dedicated to the Economic Development Committee according to the Town of Boscawen’s Social Media Protocol. Seconded by Mrs. Adele Sanborn. All in favor. None opposed.

Mrs. Lorrie Carey motioned to nominate Mrs. Barbara Randall as Chair of the Economic Development Committee. Seconded by Mr. John Porter. All in favor. None opposed.

Mrs. Lorrie Carey motioned to nominate Mr. John Porter as Vice Chair of the Economic Development Committee. Seconded by Mrs. Caroletta Alicea. All in favor. None opposed.

The next meeting will be held on April 4th, 2022.

Mrs. Lorrie Carey motioned to adjourn. Seconded by Mrs. Caroletta Alicea. All in favor. None opposed.

Respectfully submitted by Kara Gallagher.