



# Town of Hopkinton

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## ECONOMIC DEVELOPMENT COMMITTEE PUBLIC MEETING MINUTES

**Wednesday, June 28, 2023 – 5:30 P.M.**  
*Hopkinton Town Hall*

**Members Present:** Louise Carr, Sam Delgado, Andrea Folsom, Jim Fredyma, Ian Hart  
**Members Absent:** Alexander Pooler, Steven Whitley  
**Public Present:** Scott Clay, Katherine Mitchell  
**Staff Present:** Anna Wells, *Economic Development Director*

### **CALL TO ORDER**

Ian Hart called the meeting to order at 5:30pm.

### **APPROVAL OF MINUTES from [May 17, 2023](#)**

Sam Delgado made a motion to approve the *Economic Development Committee minutes of May 17, 2023*.  
Louise Carr seconded. There was no discussion. **Motion passed 4-0** with one abstention (Andrea Folsom).

### **DISCUSSION/ACTION ITEMS**

#### **1. Committee Working Groups**

The Committee discussed working groups that would consist of 2-3 members each to act as primary points of contact for primary work areas. The working groups will focus on these topics:

- a. Water/Sewer Expansion
- b. Contoocook Village Focus (includes Downtowns & Trails, AARP Walk Audits, TYP process, Riverway Park planning, etc)
- c. Regulatory Focus (includes Planning Board process for zoning amendments, Housing Committee, TIF District updates, etc)
- d. Business Outreach (includes survey and other outreach to businesses and developers)

#### **2. Water/Sewer Expansion**

Ms. Wells informed the group that the Water/Sewer Superintendent is leaving to pursue another employment opportunity. While this is a real loss for the Town, Ms. Wells expressed optimism about finding a replacement. The committee discussed the strategy for water and sewer service expansion. Ms. Wells explained that because both are highly complex endeavors, given limited human and financial resources, the Water/Sewer Superintendent and Town's engineering firm concur that the first focus will be providing water service, with sewer service secondary. Providing water is highly desirable for development and potentially less intensive as a first step. Further, within the plans to expand the water service, the current thinking is to build onto the existing Contoocook Village Precinct water service along

Maple Street out to I-89 at Exit 6, and then to explore new groundwater sources on the other side of I-89, which would be pursued as a Town-owned and managed system. The engineering firm engaged by the Town will be conducting a site visit to explore for new groundwater sources and then present a potential project scope. Ms. Wells will extend an invitation to the Contoocook Village Precinct Commissioners to attend the August Economic Development Committee meeting to discuss how to move forward.

3. [Comprehensive Economic Development Strategy](#) (CEDS) Project Priority List Update

Ms. Wells reported that she is waiting to hear about the next steps and timeline for the CEDS process. Since the last meeting she completed a project nomination form for a West Hopkinton Development/Redevelopment Study. In addition, Bonnie Christie from the Waste Reduction Committee is working on project nomination forms for 1) Transfer Station Improvements, 2) the Establishment of a Town-Wide Composting Program, and 3) Establishment of River-Friendly Restaurant Program that could act as a model to be expanded to other communities.

4. [AARP Community Challenge Grant](#) Update

AARP officially announced the recipients of the Community Challenge Grant, including The Town of Hopkinton. Ms. Wells will work with Alicia Presti of Hopkinton Human Services to recruit a group of volunteers to conduct a series of Walk Audits in Contoocook Village. Volunteers will receive materials and training with funding from AARP. This effort stems from feedback from businesses in Contoocook Village who rely on foot traffic for their customers, and who have noticed that sidewalks and crosswalks would benefit from safety and accessibility improvements. An information session will be held on July 12 at 11:00am at the Slusser Center for anyone interested in learning more or participating.

5. [Community Center Investment Program](#) Update

Mr. Hart reported on the recipients of funding through this CDFA program. The projects vary widely with a focus on projects that provide multiple services to a broad array of people, and which are free and open to the public. There will be another round of funding in the fall, so the group should begin thinking about whether any projects in the Town's CIP or Master Plan would qualify.

6. [Community Heart & Soul](#)

At the last meeting, Mr. Hart volunteered to further research the Community Heart and Soul process, which the committee considered last fall. He reported on the pros and cons of the program, and possible ways to proceed. In general, while the program is appealing in many ways and has a proven track record of success, the time and financial commitment might still be too much of a lift for this group to pursue at this time with its ongoing initiatives. That said, now that the group knows more, they will keep it on the radar to possibly pursue at a future time.

## **UPDATES**

1. [Downtowns & Trails](#) Update

- Surveys and Interviews wrapped up last week
- The UNH team will come to a late July Farmers' Market to "preview" the assessment results with the community

- The EDC suggests that because attendance at the farmers market can be weather dependent, perhaps the team can also move to a second location to capture more people. Ms. Wells will follow up with the UNH team about those possibilities.

2. Hopkinton Housing Committee Update // InvestNH HOP Grant

- Phase 2 & 3 HOP Grant application submitted
- public outreach and engagement is planned during the 4th of July community events, others planned after that
  - the main purpose is to let people know the group has been formed and what their mission and goals are, and to start some basic conversations among residents about housing
- the Committee plans to put out a town-wide survey at some point
- Housing Committee members are working to gather detailed information on water/sewer availability, zoning, etc

3. Business Survey & Outreach Update

- a couple more survey responses have come in based on a recent Facebook post.
- Ms. Wells is reaching out individually to businesses in town to gather some additional responses. She will then work on formatting the data in a presentable way and report back to the group.

4. Recreational Trails Program Grant Update

- the Town received "notice to proceed" from the State on constructing the trail between Kearsarge Ave and the Library/Houston fields
- a group is meeting June 29th to lay out a work plan

5. Other Board/Committee Updates (as necessary)

- Planning Board is updating their Rules of Procedure to standardize the process for proposing zoning amendments
- as part of the process they are asking for draft language by the first business day in September

## **OTHER**

Upcoming meetings: July 26, 2023 - August 16, 2023 - September 6, 2023

## **ADJOURNMENT**

Andrea Folsom moved to adjourn the meeting, seconded by Sam Delgado. There was no discussion.

**Motion passed 6-0.**

There being no other business to come before the committee, the meeting was adjourned at 6:55 pm.

Respectfully submitted,

Anna Wells

*Economic Development Director*