



Town of Hopkinton

Office of Select Board

330 Main Street, Hopkinton NH 03229-2627 - (603) 746-3170 – www.hopkinton-nh.gov

ECONOMIC DEVELOPMENT COMMITTEE PUBLIC MEETING MINUTES TUESDAY, OCTOBER 6, 2020 – 6:00 P.M.

The meeting of the Economic Development Committee (EDC) was called to order by Steven Whitley on Thursday, February 20, 2020, at 6:32 p.m. via Zoom.

Members Present:

Tom Congoran, Andrea Folsom, Jim Fredyma, Greg Sagris, Anna Wells, and Steven Whitley

Members Absent: Erik Newman

Staff Present: Neal Cass-Town Administrator

Other Present: Matt Monahan and Mike Tardiff from CNHRPC

DECLARATION OF CHAIR: Chair Whitley read the Right to Know Law Meeting Checklist as follows: As Chair of the Hopkinton Economic Development Committee, due to the COVID-19/Coronavirus crisis and in accordance with Governor Sununu's Emergency Order #12, pursuant to Executive Order 2020-04, this Committee is authorized to meet electronically.

Please note that there is no physical location to observe and listen contemporaneously to the meeting, which was authorized pursuant to the Governor's Emergency Order. However, in accordance with the Emergency Order, this is to confirm that we are:

a) Providing public access to the meeting by telephone, with additional access possibilities by video or other electronic means.

We are utilizing the Zoom platform for this electronic meeting. All members of the Committee have the ability to communicate contemporaneously during this meeting through the Zoom platform, and the public has access to contemporaneously listen and, if necessary, participate in this meeting through dialing the following phone # 1-929-205-6099 and meeting ID: 951 0018 3616, or by clicking on the following website address: <https://zoom.us/j/95100183616>

b) Providing public notice of the necessary information for accessing the meeting.

We previously gave notice to the public of how to access the meeting using Zoom, and instructions are provided on Town of Hopkinton's website: www.hopkinton-nh.gov and on the Town of Hopkinton's Facebook page.

c) Providing a mechanism for the public to alert the public body during the meeting if there are problems with access.

If anyone has a problem, call (603) 746-8242 or email: townadmin@hopkinton-nh.gov.

d) Adjourning the meeting if the public is unable to access the meeting.

In the event the public is unable to access the meeting, we will adjourn the meeting and have it rescheduled.

Please note that all votes that are taken during this meeting shall be done by Roll Call vote.

Let us start the meeting by taking a Roll Call attendance. When each member states their presence, also please state whether there is anyone in the room with you during this meeting, which is required under the Right-to-Know law.

Tom Congoran, wife in room
Andrea Folsom, alone
Jim Fredyma, alone
Greg Sagris, alone
Anna Wells, family in room
Steven Whitley, alone

Approval of Minutes

Ms. Folsom moved to approve the Economic Development Committee minutes of February 20, 2020. Mr. Fredyma seconded the motion. There was no discussion and Mr. Whitley called for the roll call vote.

Mr. Congoran	Yes
Ms. Folsom	Yes
Mr. Fredyma	Yes
Mr. Sagris	Abstained
Ms. Wells	Yes
Mr. Whitley	Yes

Motion carried 5-0-1.

Ms. Wells moved to approve the Economic Development Committee minutes of September 17, 2020. Mr. Fredyma seconded the motion. There was no discussion and Mr. Whitley called for the roll call vote.

Mr. Congoran	Abstained
Ms. Folsom	Abstained
Mr. Fredyma	Yes
Mr. Sagris	Yes
Ms. Wells	Yes
Mr. Whitley	Yes

Motion carried 4-0-2.

Economic Development Director

Michael Tardiff, Executive Director and Matt Monahan, Senior Planner from Central NH Regional Planning Commission (CNHRPC) were introduced. As previously discussed, the EDC is looking at the possibility of contracting with CNHRPC to fill the newly created Economic Development Director position.

Mr. Tardiff said the CNHRPC is excited to talk about this opportunity. With Mr. Monahan the lead person, they can also provide the expertise of other staff members and can be flexible with time.

Mr. Monahan outlined the strong connection between planning and economic development, the importance of recruiting business and supporting and maintaining current businesses and assuring that the town's message is clear and shared.

There was further discussion between the committee and the guest including:

- The Contoocook Chamber of Commerce supports this plan.
- There is a state development strategy and a regional one, so the town needs to determine where its strategy matches these and where it can provide unique opportunities.
- When asked Mr. Monahan and Mr. Tardiff said the Mr. Monahan has the time capacity to do this work.
- Mr. Monahan has significant experience writing and administering grants.
- The Planning Board is currently reviewing the zoning ordinance looking at allowed uses and adding definitions with the plan to present the changes to Town Meeting in March. The Master Plan is currently being updated and is behind schedule.

After discussion, the EDC decided to recommend to the Select Board that the Town contract with CNHRPC to fill the Economic Development Director position.

It was noted that the Economic Development Committee will be presenting to Hopkinton Rotary tomorrow.

Next Meeting: Tuesday, October 27, 2020 at 6:00 p.m. via Zoom.

Mr. Congoran moved that the meeting be adjourned. Ms. Wells seconded the motion. Mr. Whitley called for the roll call vote.

Mr. Congoran	Yes
Ms. Folsom	Yes
Mr. Fredyma	Yes
Mr. Sagris	Yes
Ms. Wells	Yes
Mr. Whitley	Yes

Motion carried 6-0.

The meeting adjourned at 6:46 p.m.

Respectfully submitted,
Neal Cass, Town Administrator