



Town of Hopkinton

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ECONOMIC DEVELOPMENT COMMITTEE PUBLIC MEETING MINUTES

Monday, October 17, 2022 – 5:30 P.M.

Hopkinton Town Hall

Members Present: Andrea Folsom, Meredith Lee, Alexander Pooler, Steven Whitley
Members Absent: Jim Fredyma, Ian Hart, Greg Sagris
Public Present: Byron Carr
Staff Present: Anna Wells

I. CALL TO ORDER

Steven Whitley called the meeting to order at 5:35pm.

II. APPROVAL OF MINUTES from [October 3, 2022](#)

Andrea Folsom made a motion to approve the *Economic Development Committee minutes of October 3, 2022*. Meredith Lee seconded. There was no discussion. **Motion passed 4-0.**

III. DISCUSSION/ACTION ITEMS

1. [Hopkinton Village Traffic Calming / Complete Streets Demonstration Project](#)

The Traffic Calming demonstration has been set up, thanks to the assistance of EDC members, Hopkinton Public Works Department, Precinct residents, and Chief Hennessey. The survey to gather feedback is live and all are encouraged to participate. Ms. Wells mentioned that with the free Survey Monkey account, the limit is 10 questions and 40 responses. The group thought that there would likely be more than 40 responses, so inquired as to the cost of a paid account. Ms. Wells responded that it is \$39 per month. The group agreed that it would be a worthwhile expense, at least for the next few months.

Steven Whitley moved that the EDC spend up to \$120 for a Survey Monkey. Meredith Lee seconded. Mr. Pooler did not suggest an amendment to the motion, but added that it probably would be wise for the Town to have an account to use for other survey purposes, so perhaps the Town would pick up at least part of the cost of an account. **Motion passed 4-0.**

2. [Downtowns & Trails Program, UNH Cooperative Extension](#)

Ms. Wells updated the group that the Contoocook Chamber of Commerce agreed to contribute one-third of the cost of the Downtowns and Trails Program (\$1000). Therefore each of three groups - the Economic Development Committee, the Conservation Commission, and the Chamber of Commerce - will each contribute \$1,000 to the program fee. Ms. Wells also reported back on her conversation with UNHCE staff: the next steps for the program are drafting the MOU and the Select Board signing it, then pulling together a steering committee as the core group of program volunteers. Merrimack County Field Specialist, Michael Polizzotti will attend various public meetings over the next few months to begin getting the lay of the land. In addition, Shannon Rogers, Downtowns and

Trails Program Director and Nature Based Economic Development Specialist, along with Michael Polizzotti will meet with Ms. Wells for a tour around Contoocook on November 4th at 10:00am.

3. Business Outreach: Visitation & Survey

Ms. Wells confirmed that she is gathering contact information for local businesses to begin her outreach and visitation. She is also creating fact sheets for local businesses explaining the available economic incentives for businesses (i.e. ERZ, 79-E, TIF District(s)). She confirmed with the EDC that a focus on properties in the ERZs makes sense, since those properties are eligible for the ERZ tax credit, and it will be important to communicate to them that the deadline to apply is February 10.

4. EDC Logo

The EDC has long acknowledged the need for an easily recognizable logo to represent their group on letterhead, fact sheets, event sponsorship materials, etc. Ms. Wells presented the group with some designs and the committee gave feedback. The committee brought Mr. Carr into the conversation, asking him if he might be willing to prepare a sketch to incorporate into the design. He said he would consider it. Ms. Wells will incorporate the committee's feedback and share another iteration at the next meeting.

IV. UPDATES

1. Select Board Updates

1. Energy Committee

Mr. Whitley updated the group on two new committees that the Select Board recently created. First, is the Energy Committee, which will explore things like community power, ways to maximize energy efficiency in town owned buildings, the solar array to power the Sewer Plant for which \$250k in ARPA funds has been pre-approved, and put together an energy plan for the town.

2. Highway Safety Committee

Mr. Whitley explained that the Select Board was getting a lot of feedback from residents feeling unsafe on roads, especially pedestrians, joggers, cyclists, etc. The Select Board felt they didn't have a good mechanism for addressing that feedback, so they established the Highway Safety Committee. It will have representation from police, fire, DPW, Select Board. The intention is that the group will come up with recommendations for addressing road safety issues. This committee replaces and has a similar makeup to the Roads Committee, which had not met in years. In response to a committee member's question, Mr. Whitley confirmed that "highway" means all roads, not just highways. He further explained Select Board has not yet talked about resurrecting the Complete Streets Committee, but that may be a future point of discussion.

2. NHDOT Ten Year Plan (Contoocook Village intersection)

Ms. Wells updated the committee that a group of people met in downtown Contoocook, including the Town Administrator, DPW Director, Central NH Regional Planning staff, RPC's on-call engineer, and others met to talk about a preliminary design for the area for cost estimating purposes. The Transportation Advisory Council for the region will score all the proposed projects in the coming weeks.

V. OTHER

The committee discussed the recruitment of new members, agreeing that one group to target would be a representative from one of our many non-retail businesses in town. The committee agreed that Ms. Wells would reach out to some additional folks.

Next Meeting Date(s): going forward, the EDC will meet on 1st and 3rd Wednesdays @ 5:30pm
November 2 & 16
December 7 & 21

VI. ADJOURNMENT

Andrea Folsom moved to adjourn the meeting, seconded by Alexander Pooler. There was no discussion.
Motion passed 4-0.

There being no other business to come before the committee, the meeting was adjourned at 6:42 pm.

Respectfully submitted,

Anna Wells
Economic Development Director