



# Town of Hopkinton

Office of Select Board

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

**ECONOMIC DEVELOPMENT COMMITTEE  
PUBLIC MEETING AGENDA  
TUESDAY, JANUARY 5, 2021 – 6:00 PM  
VIA ZOOM**

The meeting of the Economic Development Committee (EDC) was called to order by Steven Whitley on Tuesday, January 5, 2021 at 6:01p.m. via Zoom.

**Members Present:** Tom Congoran, Andrea Folsom, Jim Fredyma, Meredith Lee, Anna Wells, Steven Whitley

**Members Absent:** Tom Congoran, Erik Newman, Greg Sagris

**Staff Present:** Matt Monahan (Economic Development Director), Neal Cass (Town Administrator)

**DECLARATION OF CHAIR:** Mr. 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 (646) 558 8656 and meeting ID: 845 4293 1647, or by clicking on the following website address: <https://us02web.zoom.us/j/84542931647>

***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](http://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) 746-8256 or email: [townadmin@hopkinton-nh.gov](mailto: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	alone
Andrea Folsom	alone
Jim Fredyma	alone
Meredith Lee	alone
Anna Wells	alone
Steven Whitley	alone

**APPROVAL OF MINUTES FROM DECEMBER 14, 2020**

Mr. Fredyma moved to approve the Economic Development Committee minutes of December 14, 2020. Ms. Wells seconded the motion. There was no discussion and Mr. Whitley called for the roll call vote.

Tom Congoran	Yes
Andrea Folsom	Abstain
Jim Fredyma	Yes
Meredith Lee	Yes
Anna Wells	Yes
Steven Whitley	Yes

Motion carried 5-0-1

**FOLLOW-UP TO EDC VISIONING SESSION**

Ms. Lee reviewed the work that was done at the last meeting to refresh memories and bring all up to speed. There was discussion of what was being created and after discussion there was consensus that a tag line for the EDC on behalf of the Town was being created. Further discussion took place and the Committee decided to think about the discussion and come back for further discussion at the next meeting.

**ECONOMIC STRATEGIC PLAN (attached to minutes)**

Mr. Monahan reviewed the draft Economic Development Strategic Plan. Comments from the Committee included:

- Further details for the collaboration with Henniker include zoning ordinance reviews, infrastructure, and transportation elements.

- Mr. Whitley stressed that the EDC would like a road map as to how to get from where things are now to where the committee wants them to be. It was decided that there needs to be two documents, one with the general areas and then a document that included very specific tasks.
- Mr. Monahan will identify details for all short-term bullets.
- Ms. Wells noted that in the MTAG survey, recreation was strongly identified in connection to uses of Hart's Corner.
- There were several comments as to the importance of the Business Retention/Expansion/Recruitment program.
- Mr. Fredyma noted that the Hopkinton village area should be part of the short-term list and that the Exit 4 "gateway" should be part of the long-term list.
- Ms. Wells requested that the review of Contoocook village charette be done as there are things, although not easy, that can be done in the village.
- Mr. Whitley requested added detail and noted the need for a build-out analysis. He also highlighted the importance of the 79E and ERZ maps.

There was consensus that the plan needs refining. Mr. Monahan will do this and bring it back to the next meeting.

#### UPDATES

- Mr. Monahan will be calling potential members for the Exit 6 TIF Advisory Committee beginning in mid-January.
- The ERZ Workshop will take place on Tuesday, January 12, 2021 at 5:30 p.m. via Zoom. CNHRPC has mailed postcards to all property owners. The link for the meeting is on the Town website.
- Mr. Cass reported that the Town has received the deeds and the plan for recording for the land swap with the State. The hope is that the closing will be in the very near future.

#### NEXT MEETING

The next meeting will be Monday, February 8, 2021 at 6:00 p.m. via Zoom.

#### NONPUBLIC SESSION

Mr. Whitley moved to go into a non-public session to discuss an issue which could affect the reputation of someone other than a Committee member under the provisions of Nonpublic Session RSA 91-A: 3 II (c). Mr. Fredyma seconded the motion.

#### ROLL CALL VOTE:

Tom Congoran	Yes
Andrea Folsom	Yes
Jim Fredyma	Yes
Meredith Lee	Yes
Anna Wells	Yes
Steven Whitley	Yes

#### MOTION PASSED 6-0.

The Committee, and the Town Administrator went into nonpublic session, as recorded separately, at 8:07 p.m. The Board returned to public session at 8:39 p.m.

Vote to seal nonpublic minutes:

Mr. Whitley moved to seal the minutes of the just completed nonpublic session because it was determined that divulgence of this information likely would affect adversely the reputation of any person other than a member of this board. Mr. Fredyma seconded the motion.

**ROLL CALL VOTE:**

Tom Congoran	Yes
Andrea Folsom	Yes
Jim Fredyma	Yes
Meredith Lee	Yes
Anna Wells	Yes
Steven Whitley	Yes

**MOTION PASSED 6-0.**

There being no further business, the meeting adjourned at 8:41p.m.

Respectfully submitted,  
Neal Cass, Town Administrator

## ECONOMIC DEVELOPMENT STRATEGIC PLAN

The following is a summary of proposed economic development related efforts which can be undertaken by the Board of Selectmen, Planning Board and Economic Development Committee over the next few years. A key element of the proposed efforts is close coordination between Hopkinton's Boards and Committees as well as the Town of Henniker and regional economic development planning efforts such as future regional comprehensive economic strategy (CEDS) updates.

### **SHORT-TERM (THROUGH 2021)**

- Promote mixed-use development opportunities in the Commerce and Community Overlay District (CCOD) in West Hopkinton along NH127 (Maple Street) to the north of the US202/NH9/NH127 intersection.
  - Coordinate with the Henniker Board of Selectmen/Planning Board/Economic Development Committee related to the future US202/NH9/NH127 project during the biennial update of State of New Hampshire Ten-Year Transportation Improvement Plan.
  - Consider potential projects funded under the Hart's Corner Tax Increment Finance (TIF) district to promote future development in the area.
  - Coordinate with the Henniker Board of Selectmen/Planning Board/Economic Development Committee related to zoning changes and economic development plans in vicinity of intersection.
- Promote the availability and use of the Exit 6 and Contoocook Village Economic Revitalization Zones (ERZs) to property/business owners.
- Promote the availability and use Contoocook Community Revitalization Tax Relief Incentive (RSA 79-e).
- Review the recommendations included in 2000 Contoocook Village Charette. Consider updating select plans/recommendations within the Charette to promote future investment and mixed-use activities within the Village.
- Examine options to modify permitted uses and zone boundaries within the Burnham-Intervale M-1 zone.
- Consider the future adoption of the Commercial and Industrial Construction Exemption (NH RSA 72: 80-83) within select M-1 zone areas.
- Undertake continued Economic Development Committee Activities
  - Continually update the EDC Website.
  - Promote available commercial sites through the NH Division of Economic Development selectnh.com commercial site listing.
  - Develop a Business Retention/Expansion/Recruitment Program.
  - Investigate USDA/CDBG/EDA funding options for water infrastructure study/improvements, potentially in coordination with Exit 6 or Harts Corner TIF funding.

### **LONG-TERM (2022+)**

- Undertake a Water/Sewer Improvements Feasibility Analysis, address potential Improvements and/or Expansion.
- Investigate applying for CNHRPC Regional Brownfields Assessment Program funding to assess the former Bio-Energy site.