



# Town of Hopkinton

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**DRAFT**

## **ECONOMIC DEVELOPMENT COMMITTEE**

### **Public Meeting Minutes**

**Wednesday, November 16, 2022 – 5:30 P.M.**

*Hopkinton Town Hall*

**Members Present:** Andrea Folsom, Jim Fredyma, Ian Hart, Meredith Lee, Alexander Pooler, Greg Sagris, Steven Whitley

**Members Absent:** none

**Public Present:** Michael Polizzotti, UNH Cooperative Extension

**Staff Present:** Anna Wells

#### **I. CALL TO ORDER**

Steven Whitley called the meeting to order at 5:32pm.

#### **II. APPROVAL OF MINUTES** from [September 19, 2022](#) and [November 2, 2022](#)

Andrea Folsom made a motion to approve the *Economic Development Committee minutes of September 19, 2022*. Meredith Lee seconded. There was no discussion. **Motion passed 7-0.**

Andrea Folsom made a motion to approve the *Economic Development Committee minutes of November 2, 2022*. Steven Whitley seconded. There was no discussion. **Motion passed 7-0.**

#### **III. DISCUSSION/ACTION ITEMS**

##### **1. Downtowns & Trails Program, UNH Extension**

The group welcomed Michael Polizzotti, UNH Cooperative Extension's Community and Economic Development Field Specialist for Merrimack County. Mr. Polizzotti and the committee discussed preparations for the upcoming Downtowns & Trails Project, which will kick off in the late winter/early spring.

Over the coming weeks, the EDC should focus on forming the Steering Committee, making efforts to be representative of the Hopkinton community (i.e. include members of different age ranges, students, seniors, people who live in varied locations around town, business leaders, etc.). It should include approximately 15-20 people. The Steering Committee will undertake intercept surveys and recruit other volunteers to assist. UNH will assist in designing the surveys and provide training for all involved on how to conduct the surveys and use the GIS software. Once the project gets rolling in February, the Steering Committee will meet regularly - likely as part of the regularly scheduled EDC meetings every two weeks.

The group discussed specifically the GIS mapping software that will be part of the program. Mr. Pooler expressed his interest in learning more about the capabilities of ArcGIS and his willingness to participate in any available trainings. Mr. Polizzotti explained that any data layers that are created as part of this program can be provided to the Town to add to our existing GIS system. In addition, if the Town desires, the assets that are mapped can be listed on Trail Finder, an online interactive mapping website of outdoor access amenities in NH and VT.

The Economic Development Committee thanked Mr. Polizzotti for the discussion, expressing that they are looking forward to continuing with the project.

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

The EDC will be coordinating with the Hopkinton Village Precinct to make a recommendation to the Select Board that the Town pursue permanent changes at the intersection. Ms. Wells reported that the work can most likely be done for very low cost by Hopkinton's DPW, with the engineering completed by the Regional Planning's on-call engineer. Ms. Wells will coordinate with the Hopkinton Village Precinct, the Select Board, and Central NH Regional Planning to determine the best way to proceed with the State.

3. [T-Mobile Hometown Grant](#) // Riverway Park Renovations

The Committee discussed the importance of having a thorough, comprehensive plan for the park. They discussed what elements to include in the plan to accompany the grant proposal (maximum grant amount is \$50k). The Committee discussed a phased approach. Phase 1 would include re-paving and re-striping the parking lot, creating a walking trail along the river connecting the two ends of the park, improving the boat launch area, and landscaping. Phase 2 would then include widening the trail to accommodate the Concord-Lake Sunapee Rail Trail and constructing a bathroom building, which makes the most sense attached to the pump house building, since that is in a fixed location and already has the necessary utilities.

The grant proposal also requires a line-item budget and a detailed timeline. To complete these items, Ms. Wells will reach out for help to the team at Terrain Land Planning who has helped with the planning to this point.

#### 4. Business Outreach

Ms. Wells shared the cover letter she has drafted to Business Owners in the Economic Revitalization Zones around Exit 6 and in Contoocook Village. The Committee gave her some feedback to incorporate, which she will do and then begin her outreach to those property owners. Along with the letter, Ms. Wells will provide business owners with the ERZ application and a survey about their business and their needs.

#### 5. EDC Logo

Ms. Wells shared the hybrid design the Committee instructed her to create at the previous meeting. Mr. Carr has been out of town, so she has not been able to coordinate with him yet, but will do so before the next meeting and come back to them soon with an updated design.

#### 6. EDC [Strategic Objectives](#) & Mission Statement

The Committee discussed possibly updating their Mission Statement. Ultimately, the Committee decided the existing statement is satisfactory and functional, and that all their ongoing work meets the stated mission.

### IV. **UPDATES**

#### 1. Small Business/Shop Small "Neighborhood Champion"

- listed as a partner
- shared lots of great resources with the Chamber members
- materials received from AmEx, to be distributed to local businesses before Small Business Saturday

#### 2. "[Shop Indie Local Season](#)" Partner (American Independent Business Alliance (AMIBA))

- listed as a partner
- shared lots of great resources & graphics with the Chamber, which they've distributed to their members

#### 3. NHDOT Ten Year Plan (Contoocook Village/Fountain Square intersection)

- no updates, stay tuned for GACIT hearings

#### 4. Zoning/Policy Changes for 2023 Town Meeting & beyond

- Ms. Wells met with Mike Wilkey & Karen Robertson for the Planning Board - they would like to discuss comprehensive, long-term development strategy with the Economic Development Committee. Ms. Wells and Ms. Robertson will coordinate this for the new year.
- For 2023 Town Meeting, the focus will be on 1) updates to CCOD language and 2) applying CCOD to other B-1 and Exit 6 M-1.

**V. OTHER**

**Next Meeting Date(s):** \*off-schedule meeting\* Wednesday, December 14, 5:30pm, Town Hall

\*1st and 3rd Wednesdays @ 5:30pm\*  
January 4 & 18

**VI. ADJOURNMENT**

Alexander Pooler moved to adjourn the meeting, seconded by Ian Hart. There was no discussion. **Motion passed 6-0** (Mr. Whitley having previously left the meeting).

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*