

Town of Newington, NH
Economic Development Committee Meeting Minutes
Thursday, July 26, 2018 Town Hall

Chair Brandon Arsenault called the meeting to order at 6:02pm

Present: Chair Brandon Arsenault, Ted Connors, Selectman, Ken Latchaw, Selectman, Jill Boynton, Jennifer Kent Weiner, Mike Donahue, Jerry Coogan, Town Planner and Martha Roy, Town Administrator.

The Committee reviewed the June 28, 2018 minutes. B. Arsenault called for a motion to approve the minutes. **J. Boynton moved to approve the June 28, 2018 minutes. M. Donahue seconded the motion with all in favor.**

UNH Intern Search-Update: Jennifer Kent Weiner called the UNH Intern contact and found out the process to acquire an intern. The committee reviewed the draft job posting and job description. The position will work between 8 and 14 hours per week. This will be evaluated as the year progresses.

Business Visitation Program Survey: B. Arsenault reviewed the summary of the Business Visitation questions submitted to him by the committee members. M. Donahue developed a disclosure to be given to businesses stating that the information they share will be kept confidential. The data and information will be exempt from RSA 91:A (Right to Know law). The Committee will discuss the data once all compiled. Reports given to the public will be written in broader terms through percentages to insure confidentiality. G. Coogan suggested sending an informational letter to the top ten businesses and to also send a survey in advance. Visits will be scheduled in the fall. K. Latchaw would like to see a cross section of businesses surveyed. G. Coogan recommended Sprague, Wilcox, Fox Run Mall, Bernie & Phyl's, Great Bay Marine and GP Gypsum. G. Coogan will work on the schedule and will contact committee members.

Strengths Weaknesses Opportunities and Treats (SWOT) Analysis: G. Coogan passed out a sample Strategic Economic Development Plan that the Committee may develop over time. He recommended that the Committee evaluate Newington's strengths and weaknesses, opportunities and threats once the visitations are complete. The committee could then develop an action plan and recommendations. This process could be done independently or as part of the Master Plan. M. Donahue recommended working with the Planning Board on the Master Plan. K. Latchaw suggested that the committee could draft a plan and then take it to the Planning Board.

J. Kent Weiner suggested that the committee needs to establish guiding principles that we will check.

K. Latchaw suggested that as soon as the goals of the Master Plan are complete that they be given to the committee.

G. Coogan showed the committee the zoning application. M. Donahue asked that a list of uses of each zone and a map breaking down the various zones be developed. J. Kent Weiner wanted to make sure that the Town be strategic, as we move forward, if we're going to change zoning rules.

Site Plan and Minor Site Plan Review Procedure: G. Coogan reviewed the Site Plan Review procedure to help applicants thru the process. It takes 2-3 meetings if the engineer understands the process. The next process to be defined is a Minor (Expedited) Site Plan Review Process.

G. Coogan reviewed his Planner report with the committee about ongoing projects in Town.

M. Donahue reviewed the Commercial Independent Board of Realtors meeting that he and Jeff Hiatt attended. There were approximately 40 attendees. There are a mixture of people that deal with commercial properties. He felt that the group is worth the investment and is a great opportunity for the Town. J. Hiatt announced at the broker meeting that Newington is "open for business". Mike discussed how Newington is the ideal location. They also told the group that Newington will be having a broker mixer event in the fall.

J. Boynton moved to adjourn at 7:29 pm. M. Donahue seconded the motion with all in favor.

Respectfully submitted,

Martha S. Roy
Town Administrator