



Town of Hopkinton

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

ECONOMIC DEVELOPMENT COMMITTEE

PUBLIC MEETING MINUTES

Wednesday, December 6, 2023 – 6:00 P.M.

Hopkinton Town Hall

Members Present: Louise Carr, James Fredyma, Andrea Folsom, Amanda Gilman, Ian Hart, Alexander Pooler, Steven Whitley

Staff Present: Anna Wells, *Economic Development Director*

CALL TO ORDER: Ian Hart Called the meeting to order in Hopkinton Town Hall at 6:04pm.

Amanda Gilman made a motion to allow Steven Whitley to join by phone, Louise Carr seconded.

ROLL CALL VOTE:

Louise Carr	Yes
Jim Fredyma	Yes
Amanda Gilman	Yes
Ian Hart	Yes
Alexander Pooler	Yes

MOTION PASSED 5-0.

APPROVAL OF MINUTES from [November 15, 2023](#): James Fredyma made a motion to approve the *Economic Development Committee* minutes of November 15, 2023. Amanda Gilman seconded. There was no discussion.

ROLL CALL VOTE:

Louise Carr	abstain
Jim Fredyma	Yes
Amanda Gilman	Yes
Ian Hart	Yes
Alexander Pooler	Yes
Steven Whitley	Yes

MOTION PASSED 5-0, 1 abstention.

At this time, Andrea Folsom joined the meeting.

DISCUSSION/ACTION ITEMS

1. Select Board Meeting Monday, December 11

Mr. Whitley explained in the process of budget discussions a suggestion was made to cut the Economic Development Director position from the budget. At the upcoming SB meeting the role of the Economic Development Committee and Economic Development Director will be discussed. The group agreed that it will be important for the Select Board to hear from the committee members as part of that discussion. The committee also suggested that local business owners be contacted to submit their opinions and thoughts to the Select Board as they make their budgeting decision.

Also at the meeting on Monday, December 11, the Economic Development Committee will be presenting two concepts for consideration to the Select Board, which the EDC then discussed:

- a. Potential West Hopkinton [TIF District](#)
- b. Request for Expressions of Interest (REI) for developing Town-owned land

UPDATES

1. CDFA Grant Writing Assistance

Ms. Wells reported on a preliminary meeting she and Neal Cass, Town Administrator, had recently with a consulting grant writer. As a first step, the grant writer will cross-reference projects in the Town's CIP with CDFA's available grants to determine eligibility and appropriateness.

2. Small Business Saturday & [Starry Starry Weekend](#)

Several committee members shared that they had a wonderful experience at Starry Starry weekend, and how nice it was to see the village so busy and bustling. The group agreed that it was a fitting example of how Economic Development dovetails with Community Development and Engagement.

3. Business Visitation

Mr. Hart followed up on the previously discussed plan to invite business leaders to come speak on topics of import to them. Mr. Hart and Ms. Folsom will share language with Mr. Cass to be posted on the Town's Facebook page and with Susan Covert for her newsletter.

4. Water/Wastewater Expansion

Ms. Wells informed the Committee that the wastewater engineers are working on a scope of services with costs and will submit that in mid-December.

5. AARP Walk Audit project

Ms. Wells will submit the required "After-Action Report" to AARP by December 31. She is also working on a Walk Audit Report summarizing the information gathered during the Walk Audits. At the next meeting, the group will discuss next steps and information sharing.

6. Other Board/Committee Updates (if applicable)

Jim Fredyma, Planning Board representative to the Economic Development Committee, reiterated the need for improving communication between boards and committees.

OTHER

Upcoming EDC meetings: *first Wednesday of each month at 6:00pm*, January 3, 2024, February 7, 2024

At this time, Amanda Gilman left the meeting.

NONPUBLIC SESSION

Ms. Folsom made a motion to enter nonpublic session under the provisions of Nonpublic Session RSA Chapter 91-A:3 II(a) Personnel. Mr. Pooler seconded the motion.

ROLL CALL VOTE:

Louise Carr	Yes
Andrea Folsom	Yes
Jim Fredyma	Yes
Ian Hart	Yes
Alexander Pooler	Yes
Steven Whitley	Yes

MOTION PASSED 6-0.

The Committee went into nonpublic session, as recorded separately, at 7:56 p.m. The Committee returned to public session at 8:12 p.m.

Vote to seal nonpublic minutes: Ms. Folsom moved to seal the minutes of the just completed nonpublic session because it was determined that divulgence of this information could harm the reputation of someone other than a member of the Board. Mr. Pooler seconded the motion.

ROLL CALL VOTE:

Louise Carr	Yes
Andrea Folsom	Yes
Jim Fredyma	Yes
Ian Hart	Yes
Alexander Pooler	Yes
Steven Whitley	Yes

MOTION PASSED 6-0.

ADJOURNMENT

Ms. Folsom moved to adjourn the meeting, seconded by Mr. Pooler. There was no discussion.

ROLL CALL VOTE:

Louise Carr	Yes
Andrea Folsom	Yes
Jim Fredyma	Yes
Ian Hart	Yes
Alexander Pooler	Yes
Steven Whitley	Yes

MOTION PASSED 6-0.

There being no other business to come before the committee, the meeting was adjourned at 8:13 pm.

Respectfully submitted,

Anna Wells
Economic Development Director