



Town of Hopkinton

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ECONOMIC DEVELOPMENT COMMITTEE

PUBLIC MEETING MINUTES

Wednesday, November 15, 2023

Hopkinton Town Hall

Members Present: Andrea Folsom, Amanda Gilman, Ian Hart, Alexander Pooler
Members Absent: Louise Carr, James Fredyma, Steven Whitley
Staff Present: Anna Wells, *Economic Development Director*

CALL TO ORDER

Ian Hart called the meeting to order at 6:39 pm in Hopkinton Town Hall.

APPROVAL OF MINUTES from [November 1, 2023](#)

Andrea Folsom made a motion to approve the *Economic Development Committee minutes of November 1, 2023*. Ian Hart seconded. There was no discussion. Motion passed 2-0, with 2 abstentions.

DISCUSSION/ACTION ITEMS

1. TIF Districts

The Committee discussed the benefits of creating a new TIF District in West Hopkinton to encompass the former Bio-Energy site, noting that potential purposes of the TIF District Plan could include brownfields investigation and cleanup, road realignment, and other public benefits as described in the enabling statute, [RSA 162-K](#). Ms. Wells reported that in a recent conversation with the owners of the Bio-Energy site they expressed support for the concept of a TIF. Before completing the draft of the TIF Plan, which would include cost estimates for potential development, the Committee would like to meet with the Select Board to gauge their level of support for the concept. Ms. Wells will request an appointment with the Select Board at an upcoming meeting. The committee also discussed assembling one or more TIF Advisory Boards as enumerated in the TIF Plans.

2. [Community Center Investment Program](#) (CCIP) (due November 30)

Ms. Wells reported on a pre-application meeting that she and Mr. Cass held with New Hampshire Community Development Finance Authority (CDFA). The CCIP application requires that a project fulfills at least two activity categories. However, the projects in mind for this grant program only each meet one type of activity. Further, this program is extremely competitive and the deadline is just 2 weeks away. Therefore, Ms. Wells and Mr. Cass advise not to apply for this funding at this time. However, the CDFA has notified Ms. Wells that the

Town can use the grant-writing assistance for other grant programs they offer or possibly other grant programs outside of CDFA if there is not a good fit within CDFA. Ms. Wells has communicated with a few potential grant-writing consultants; she and Mr. Cass will continue discussions of which projects in the Town's CIP might be good candidates to pursue grant funding. Ms. Wells will update at the next meeting.

3. 2024 Guest Speakers

The Committee discussed inviting speakers from the community, including business owners/operators, artisans, commercial developers, and others. The Committee will further discuss at an upcoming meeting.

UPDATES

1. Conference Report Out

Mr. Hart and Ms. Folsom reported on the sessions they had attended that day at the New Hampshire Municipal Association (NHMA) Annual Meeting.

2. Downtowns and Trails Final Report

Ms. Wells reported that the UNH team has finished their report and it is published at the link in the header. The UNH team would like to present the report to the town; the Committee discussed options for how and when to do that.

3. Small Business Saturday / Shop Small Neighborhood Champion Program

The Economic Development Committee is once again participating in this program through American Express. A package of marketing materials needs to be distributed to small businesses in advance of November 25th, Small Business Saturday. Several committee members agreed to help.

4. Starry Starry Weekend

Reminder that this series of community events centered around the shops, businesses, and studios in Contoocook Village is coming up on December 1-3.

5. ERZ Business Visitation

Ms. Wells reported on the visits she has made to date to businesses located within the ERZs, including McLane, EBSCO, and HP Fairfield. Visits will continue through the coming month.

6. Other Board/Committee Updates

When the EDC's Housing Committee member is next at a meeting, they would like to invite the Housing Committee to share their progress and findings to date.

OTHER

Upcoming EDC meetings:

-first Wednesday of each month at 6:00pm: December 6, 2023, January 3, 2024

ADJOURNMENT

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

There being no other business to come before the committee, the meeting was adjourned at 8:15 pm.

Respectfully submitted,

Anna Wells
Economic Development Director