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Economic Development Committee

Meeting Minutes March 5th, 2010

Present: Doug Clark, Jason Lenk, Chris Mueller, Tom Elliott,

Absent: Susan Fuller, Richard England (alternate)

Staff Absent: Jim Campbell

**I. Call to Order:** The meeting was called to order at 7:30 am.

**II. Approval of Agenda:** The agenda was approved as presented.

**III. Public Comments:** None

**IV. Approval of Minutes**

The minutes of February 12<sup>th</sup>, 2010 were approved as amended.

There was discussion about the appropriateness of volunteer or paid transcription services for EDC minutes.

**V. 1. Formalization of Liasons / Reps to the EDC from various town entities and**

**2. Review of Draft Proposal for EDC Subcommittee structure**

There was general agreement that a direct link, or interface with other town entities is needed. Two-way communication will improve relationships. UNH will continue to be engaged through higher ties via the town administrator.

Action: Tom Elliott will go to committee chairs ( PB, TC, Concom, DBA, Energy, Historic com) and ask for reps to be designated who will attend EDC meetings.

By unanimous vote, a Subcommittee structure was approved. Subcommittees are teams tasked with an area of responsibility. This will get more people involved, and multiply community support for our ideas and efforts. Each subcommittee will require an EDC member either chair or participate, minutes will be subject to the Right to Know Law. Until further Town Council action, participants will be Durham residents. Five subcommittees were created. (See Draft Proposal for subcommittees and other Reps for Durham EDC by Tom Elliott 3/1/10)

1. Commercial Core Revitalization- Tom Elliott for now
2. Development Proposal Committee - Richard English
3. Strategic plan / Master Plan Committee
4. Business Retention and Visitation Committee- Jason Lenk

5. PR/Marketing- Chris Mueller

Beyond retail: green/sustainability, entrepreneurial, education, patent law, marine biology. Define Durham's industry and promote it.

**VI. Business Retention, Expansion, & Visitation Program**

There was agreement that the document was ready to be mailed pending DBA approval.

The master list of businesses will be used to prioritize those in the commercial core, then expand outward. Once recruitment has occurred, the businesses will be divided, with a centralized tracking and archiving of information via the subcommittee.

**VII. Charrette Draft Report**

Business owners will be invited to their own meeting to discuss the released report.

Chris Mueller: Report is vague in specifics of implementation. Town needs to give direction.

Doug Clark: EDC needs to make recommendation on direction for implementation. Need to convince people now is the time to invest in roads (blue print for growth and needed parking), not just spending on other needed CIP items.

Tom Elliott: Plan shows what is possible, need to make 1 achievable change to convince downtown property owners the Town is committed to revitalization. Recommends targeting traffic patterns specified in B.Dennis report, and establishment of a parking authority.

**VIII. Other Business**

- a. Old Business: 1. Jim Campbell will locate the tape or notes from the Town meeting with business owners from late 2009.
- b. New Business: 1. Council and Planning Board Rep reports
  - i. This was not discussed.

**IX. Next Agenda and Assignments**

The next meeting will be Monday, March 22<sup>nd</sup>, 7:00 pm

**X. Adjournment**