

# DRAFT DRAFT DRAFT

Durham Economic Development Committee  
Monday, September 19, 2011  
7:00pm

**Members Present:** Jim Lawson, Tom Elliott, Yusi Wang Turell, Ute Luxem, Doug Clark

**Members Not Present:** Susan Fuller, Ken Chadwick

**Also Present:** Diana Carroll, Robin Mower, Annmarie Harris, Tim Noonis

## I. Call to Order

Chair Tom Elliott called the meeting to order at 7:06 pm and elevated Yusi Wang Turell to a voting member for the evening.

## II. Approval of Agenda

*Jim Lawson MOVED to accept the agenda as written, this was SECONDED by Yusi Wang Turell.*

Discussion of motion:

Jim Lawson suggested amending the agenda so that Item VII, "Parking and Traffic Safety update by Jim Lawson" is removed from the agenda this evening and placed on the agenda for the October meeting when parking and usage data will be available.

Doug Clark asked if the Town Council will be changing the parking fee before the next meeting and Mr. Lawson responded that to the best of his knowledge it would not be changed before that time and if it becomes imminent he will bring up this committee's concerns.

Vote on motion: The members *APPROVED the amended agenda unanimously.*

## III. Public Comments

Diana Carroll distributed an article, "Economic Action of Dover" to the Committee members. She said the article is being published under the auspices of the Economic Development Department in Dover. She said she has found the articles very informative and helpful and noted while Dover is a very different community from Durham, there is much that can be learned from other communities. Ms. Carroll noted that Dover has let the public know that their top priority is to retain Dover's existing programs and to work with them to help them thrive. She said to meet that end the Economic Development Director offers personal assistance to the businesses by meeting with business owners and seeing what their needs are. Ms. Carroll said this lead her to reflect about this in Durham and noted the occurrence of businesses coming and going in town is sad and said how important it is to retain the businesses that we already have. Ms. Carroll also noted that the Town of Dover's Economic Development Department works directly with the Downeaster train. She said Dover has the highest ridership of all the New Hampshire stops and has arranged a short stop agreement with the Downeaster that allows travelers to break their travel in Dover (come off the train in Dover and spend time and then continue) with no fare penalty and no additional fee. She said this is one way to increase tourism and noted that Dover has an active tourism stake holder group that meet on a regular basis and coordinate plans. Ms. Carroll said she believes Durham can learn from Dover.

Chair Elliott said Item IX, Proposed Budget for Economic Development Director will be a discussion regarding funding of Economic Development personnel for the coming year. He encouraged Ms. Carroll to remain for the discussion.

1 Yusi Turell asked Ms. Carroll what her thoughts are on a full time Economic Development Director and  
2 a Chamber of Commerce.

3  
4 Ms. Carroll said Dover has had an Economic Development Director for some time and has  
5 more businesses and industry than Durham. She said this Committee is a good ambassador to  
6 businesses in Durham. She noted Durham does need a full time Economic Development  
7 Director but that perhaps a half time position would be useful as well and more economically  
8 feasible at this time. Ms. Carroll suggested that a discussion on retaining businesses and reaching out  
9 to new businesses that fit in Durham would be helpful and that she is open to that discussion.

10  
11 Jim Lawson said Dover is in an enviable position in that the Economic Development Director can speak  
12 to businesses and say they have office space for the business to locate to. He said businesses can  
13 begin small and expand and grow and stay in Dover because they have the space available. Mr.  
14 Lawson said Durham's challenge is that we do not have that to offer, so we cannot say we have the  
15 office space or we have the space for you to expand when you are ready. He said the function of an  
16 Economic Development Director in Durham would be different but would have an even larger  
17 challenge than in Dover.

18  
19 Ms. Carroll said the Dover Economic Development Director reminded us that Durham has the  
20 University and suggested finding ways to collaborate more.

21  
22 Ute Luxem spoke as a member of the public and requested the Economic Development Committee to  
23 reach out and help a business that would like to locate in Durham. She said this company needs office  
24 space and a very small assembly space and found a property on Piscataqua Road for sale they are  
25 interested in and went to the Zoning Board to request a variance and were denied. Ms. Luxem said  
26 they plan to return to the Zoning Board next month and request an appeal to the decision. She said  
27 she realizes the Economic Development Committee does not feel it has enough information to speak  
28 to the Zoning Board on this appeal, but she will be speaking as a private citizen in support of this  
29 project.

#### 30 31 **IV. Approval of Minutes of 8/22/2011**

32  
33 Chair Elliott deferred this discussion until the October meeting.

#### 34 35 **V. Presentation by Unitil Corporation about natural gas service available in Durham to** 36 **business and homeowners (Tim Noonis).**

37  
38 Tim Noonis thanked the members for inviting him to present. He began his PowerPoint presentation  
39 noting that Unitil is a public utility holding company that distributes electricity and natural gas that  
40 operates in three states; Massachusetts, New Hampshire and Maine (gas only). He said natural gas is  
41 a worldwide energy resource that is clean, has a lot of energy content, is colorless and odorless and  
42 consists of predominantly methane with an added odorant to be able to recognize it if a leak occurs.

43  
44 Mr. Noonis explained the drilling process for natural gas and where it is done and the transport of  
45 natural gas through interstate gas lines. He explained that sometimes the gas is compressed and  
46 becomes liquefied natural gas (LNG) and can be transported anywhere in the world. Mr. Noonis said  
47 there is a new terminal off shore of Gloucester, MA to receive LNG which is then re-vaporized. He said  
48 in the winter time the pipeline cannot meet the need, so gas is stored in PA to draw from a closer area  
49 by Unitil tying into the interstate pipeline and distributing to homes and businesses. Mr. Noonis said  
50 the supply comes from the Gulf of Mexico and western Canada.

51  
52 He explained that fine grained rock (shale) contains natural gas and this needs to be fractured to  
53 remove the gas. Mr. Noonis said Shale gas supplies will provide natural gas for more than 100 years  
54 because it is believed that trillions of cubic feet can be found in the United States. He explained the  
55 process of fracturing; a derrick drills straight down tens to thousands of feet, breaks the rocks and  
56 frees up the gas. Mr. Noonis said the Northeast has a large shale deposit and is close to existing  
57 pipelines, this will decrease the amount of transport needed and will reduce the cost of natural gas.  
58 Mr. Noonis said there is a small segment of natural gas in Durham and that most of Durham is not  
59 close to the natural gas system. He showed a map displaying the gas mains in Durham.

1 Robin Mower asked what the fee would be for a service hook up and Mr. Noonis responded that if the  
2 gas will be used for central heat there would be no charge for up to 100 feet.

3  
4 Mr. Noonis said Unitil is extending the gas mains to Technology Drive in Durham and said they are  
5 interested in growing the gas system in Durham.

6  
7 Chair Elliott asked how the extension is being done without tearing up the road.

8  
9 Mr. Noonis said the company attempts to dig alongside the road and under the road.

10  
11 Mr. Noonis said the disadvantages of the natural gas system is that it is geographically constrained  
12 and is capital intensive; costs range between \$100 to \$200 dollars a foot to extend a gas main.

13  
14 Jim Lawson asked if there is additional capacity to accommodate increased uses in Durham.

15  
16 Mr. Noonis said the pressure on the line can be increased to allow for a higher volume.

17  
18 Chair Elliott noted that all of Capstone Development will be on natural gas; 620 units of housing and  
19 asked if they are concerned about the current capacity.

20  
21 Mr. Lawson said he is curious how much more natural gas can be delivered to Durham.

22  
23 Chair Elliott asked Mr. Noonis to answer this question and get back to the Committee. Mr. Noonis  
24 agreed.

25  
26 Mr. Lawson asked about the natural gas infrastructure in Durham and its age. He also said given the  
27 higher cost of recovering natural gas through "fracking"; what are the projections in terms of natural  
28 gas costs in 5-10 years.

29  
30 Mr. Noonis said the projection is that there will be a glut of supply because of the shale gas and this  
31 will drive the price lower. He said as for the infrastructure, Durham has a newer infrastructure, only a  
32 dozen or so years old.

33  
34 Ute Luxem asked if plain water or chemicals are used for fracturing the rocks.

35  
36 Mr. Noonis said Unitil does not do the drilling, but only distributes the gas. He said he has spoken  
37 with their supplier, TransCanada, and they have indicated that they use water under high pressure.

38  
39 Chair Elliott said that "fracking" and its impact is a major discussion these days and the presentation  
40 explained the process. He asked if it is Mr. Noonis' expectation that most of Unitil gas will come from  
41 "fracking".

42  
43 Mr. Noonis said the geologist from TransCanada has indicated that the process is not impacting the  
44 ground water.

45  
46 Chair Elliott asked how businesses or residences that are interested in this should proceed.

47  
48 Mr. Noonis encouraged people to visit their website or to phone Unitil and inquire if natural gas is  
49 available on their road.

50  
51 Chair Elliott thanked Mr. Noonis for the presentation.

## 52 53 **VI. Committee & Staff roundtable and updates**

54  
55 Town Council Report:

56 Jim Lawson reported that at the last Town Council meeting there was a discussion about marketing  
57 the Town of Durham. He said the Durham Business Association provided information about how they  
58 market their businesses in town. Mr. Lawson said his opinions may not represent the EDC opinions,  
59 but feels that businesses need to decide who their market is and market to that. He said he does not

1 feel that is a Town function and said the Town should be more focused on what we need to do to  
2 attract businesses into town and what public/private partnerships are needed to do that. Mr. Lawson  
3 said he feels it is most important for Durham to market their willingness to look at businesses coming  
4 in and the value of our willingness to work with them. He said while it is not the responsibility of the  
5 EDC to develop a marketing plan, it may be good for the Committee to form a subcommittee to think  
6 about this and give a recommendation regarding better marketing of Durham.  
7

#### 8 Traffic Safety Committee Report:

9 Mr. Lawson said the Traffic Safety Committee met last week and decided to continue with the pilot  
10 program on lower Madbury Road. He said this continues to be watched carefully. He reminded  
11 everyone that the primary objectives were to create a more pedestrian friendly and safe environment  
12 and that the additional parking spaces were a secondary benefit. Mr. Lawson said he is a proponent of  
13 the idea that a pedestrian friendly downtown will be a more vibrant downtown and feel this change is  
14 important and should continue to be looked at and improved. He reported that another speed study  
15 was conducted on Pettee Brook Lane and the results show that the averages remain the same, but  
16 what has been reduced is the excessive speeds.  
17

#### 18 TIF Report:

19 Mr. Lawson reminded the members that at the last Committee meeting the members worked through  
20 a draft of the TIF and concluded that they should move forward with the draft. He said data needs to  
21 be added into the draft by the consultant. Mr. Lawson noted that work was delayed but is now  
22 moving forward.  
23

24 Doug Clark commented that the Stop sign and Yield sign on Madbury Road seem counterintuitive to  
25 him and asked if this was done intentionally to slow down traffic.  
26

27 Mr. Lawson said the primary concern was looking at the traffic and trying to reduce the speed of traffic  
28 at the sharp corner of the Post Office.  
29

30 Mr. Clark said there can be backups at 7:30 in morning at the Post Office Stop sign.  
31

32 Mr. Lawson said microbursts have been observed having to do with the timing of the lights and that  
33 no decisions have been made at this point.  
34

35 Chair Elliott commented that there are middle school children who are not provided bus transportation  
36 and are walking this corridor. He asked if the Town is meeting the goal of the children crossing safely.  
37

38 Mr. Lawson said a determination cannot be made over a short period of time. He said there is a high  
39 number of students that walk and use that intersection, he said many do not have bus service and  
40 have to transit Main Street as well.  
41

42 Chair Elliott asked about progress with the parking kiosks and Mr. Lawson responded that the  
43 Purchase Order has been done and the Town is waiting for the order to be filled.  
44

45 Chair Elliott commented that he feels the number of cars in downtown can be reduced and redirected  
46 to the west side with appropriate signage on Route 4.  
47

48 Mr. Lawson said there is a sign on Route 4 that directs drivers to Route 155 for people going to UNH.  
49 He said the people going through Town to get to UNH are those individuals that know their way  
50 around and are making a conscious decision to go that way.  
51

52 Mr. Clark said with regard to the marketing of Durham; he feels the commercial district needs to  
53 expand beyond retail. He said marketing is not the biggest concern, but a lack of available space, and  
54 issues with zoning are problems.  
55

56 Chair Elliott said the recent spike in interest in marketing Durham was due to a Boston news channel  
57 coming to Durham and doing a flattering piece on the town. He said he gets the sense that the Town  
58 Council was attempting to capitalize on that and point out that Durham is a special place worth  
59 visiting. Chair Elliott said he does not believe tourism is the future for Durham. He said he would like

1 to see some tourism, but feels a need to channel the energy that is proud of Durham and be realistic  
2 about the future of Durham.

3  
4 Yusi Turell said she believes Durham will have an economic chapter that will confirm that the number  
5 one priority is getting an Economic Development Director that can put in time for these issues. She  
6 said she feels the Town needs a director and a new TIF district.

7  
8 Ute Luxem said the Town of Durham has much going for it; the Planning Board is working on  
9 removing conditional uses from the downtown area and changing the permitted uses. She said she  
10 feels this will help with marketing of the Town. Ms. Luxem said the Town needs the help of an  
11 Economic Development Director; that the EDC cannot accomplish all that is needed as a volunteer  
12 committee.

13  
14 Chair Elliott noted the many new developments in Town; the large development at the corner of  
15 Pettee Brook and Madbury Road, the redevelopment of the Grange building, the new Thai/Sushi  
16 Restaurant on Jenkins Court, the farmers market, the opening of a food truck on the corner behind  
17 the Bike Shop with a line of customers waiting. He said all this is good news and progress and says  
18 that the Town is headed in the right direction.

19  
20 **VII. Parking and Traffic Safety update by Jim Lawson – this was moved to the October**  
21 **agenda**

22  
23 **VIII. Discussion of proposal for development of a CVS in Durham at corner of Route 108**  
24 **and Main Street in Historic District**

25  
26 Chair Elliott noted that a proposal came forth regarding the redevelopment of the corner of Route 108  
27 and Main Street. He said two of the three parcels are in the Historic District. Chair Elliott said the  
28 proposal is for the buildings to be razed and a CVS built in their place. He noted the proposal is before  
29 a State level review and the State reviewer chose to engage the Town. Chair Elliott said the proposal  
30 has not come before the Town formally, so there is not have a lot of detail.

31  
32 Jim Lawson said typically a dialogue begins with the Town; but with this proposal we have very little  
33 information. He said there may be a traffic impact, historic district overlay impact, and that the  
34 proposal is for a building with a parking lot that is three times the size of the building.

35  
36 Chair Elliott noted that this is at least the third location that there has been a serious proposal for a  
37 CVS to be built on. He said it is an indicator that they continue to struggle with Durham to be here  
38 because they feel there is a market here.

39  
40 Mr. Lawson noted that this is a proposal from a developer and not from CVS, but a development  
41 company that specializes in this type of development.

42  
43 Diana Carroll said as she understands it the Town would be dealing with the developer and that there  
44 is also a developer interested in the site where Town Hall is located.

45  
46 Ute Luxem commented that CVS buildings are generally not attractive and asked if the Town has  
47 design standards in place that would help guarantee a more attractive building.

48  
49 Mr. Lawson said the location is in the Historic Overlay District, so the developer would need to expect  
50 that they would be working with the Town of Durham and the Historic Commission and may need to  
51 develop a building that would fit into the unique environment.

52  
53 Yusi Turell asked if there is the opportunity to work with the developer to design a location and  
54 building and be proactive rather than reactive.

55  
56 Chair Elliott agreed being proactive would be good.

57  
58 Annmarie Harris asked if there is concern about ramifications for the existing downtown drugstore.  
59

1 The members expressed their feeling that the market should be what drives which businesses are  
2 brought into Town.

3  
4 Doug Clark said the Town cannot interfere with the market and competition. He said Durham did have  
5 two pharmacies at one point. Mr. Clark said he is hoping because the proposal is in the Historic  
6 District that there are design codes to maintain the character of the area.

7  
8 Chair Elliott said the most feedback he received regarding the proposal was the impact on traffic.

9  
10 Mr. Clark said it is one of the most dangerous intersections in town and that the project may provide  
11 the Town with the means to correct the intersection.

12  
13 Mr. Lawson said the diagram shows a right of way going to Mill Pond Way. He noted at this point there  
14 are more questions than answers. He said the Town should let the market decide when there are  
15 opportunities and said he believes it is detrimental for communities to make decisions based on their  
16 understanding of the market and competition.

17  
18 The members decided to end the meeting with a discussion of the budget.

19  
20 **IX. Further Discussion of proposed zoning changes in CBD – delayed for a further meeting**

21  
22  
23 **X. Discussion of Proposed budget for EDC in next fiscal year**

24  
25 Chair Elliot said one year ago the EDC made a strong case to have additional town staff work on  
26 economic development. He said the Committee pushed for a paid minute taker and some other  
27 elements in the budget. Chair Elliott said the Committee received much of what was asked. He said  
28 the Town did not spend any of the dollars from the UDAG funds as was discussed. Chair Elliott noted  
29 that one year later the Town finds itself in a very different fiscal situation and it is worth asking the  
30 question if advocating for additional Town staff for economic development is the most effective way to  
31 do that and if not what that means.

32  
33 Chair Elliott asked Mr. Lawson to give a budget update form the Town Council.

34  
35 Mr. Lawson said the Council is in the middle of the budget process and later this week the Town  
36 Administrator and the Council will look at proposed budgets from the department heads. He said  
37 more information will be available after the next couple of Council meetings. Mr. Lawson said there  
38 are a number of challenges this year due to the downshifting of retirement costs from the State to the  
39 Town; which had a significant impact; and abatements that are greater than the reserve that was put  
40 in this year's budget. He said the bottom line is that this is a time when the Town Council and the  
41 Town Administrator are asking the department heads and the town staff to look at every possibility for  
42 saving money for the Town. Mr. Lawson said this will be a challenging year to make a case of an  
43 Economic Development Director.

44  
45 Yusi Turell asked if there had been conversations about revenue and a more balanced look at ways to  
46 balance the budget by looking at revenue as well as cost.

47  
48 Chair Elliott said the Town taxes at the level to meet the budget.

49  
50 Ms. Turell suggested the Committee needs to be careful not to say that hiring an Economic  
51 Development Director will make taxes go down. She said she feels it is possible to say that if we do  
52 not invest now the Town may find itself in a downward spiral.

53  
54 The members discussed if there were other means to increase revenue. Chair Elliott noted that the  
55 Town can sell Town property to raise revenue. He said the Town Hall location is a prime commercial  
56 location; but suggested that the Town will struggle with a plan that would build consensus.

57  
58 Mr. Clark suggested identifying different sources of revenue and seeing if any of them make sense.

1 Ms. Luxem said economic development is a way to raise revenue; businesses in the business park  
2 would add to the tax base. She noted this is long term and won't happen within a year.

3  
4 Chair Elliott suggested exploring the use of a TIF to raise money for further economic development,  
5 and also the UDAG funds.

6  
7 Mr. Clark asked if there were other ways to help the general fund other than taxing property.

8  
9 Mr. Lawson said the options are limited and is a conversation that the Committee should have with the  
10 Town Administrator. He said it is possible to look at revenue opportunities such as raising fees, but  
11 noted this is a difficult balancing act.

12  
13 Ms. Turell suggested looking at who stands to gain from progress in the area and seeing if there are  
14 non public ways to get partnerships.

15  
16 Ms. Luxem said Somersworth has a development corporation that is funded privately. She said it  
17 consists of people with economic development interests that want to help businesses with the  
18 potential to bring jobs into town.

19  
20 Chair Elliott said the Committee needs to make their budget request. He asked if the members have  
21 specific needs they want to put a dollar amount to and ask for in the budget. Chair Elliott said one  
22 request is for the minute taker, which is a small expense and a good return on the investment. He  
23 said he does not see the Committee making a good argument asking for economic development staff  
24 in this budget cycle. He noted the funds for additional staff could be requested at a later date.

25  
26 Mr. Clark asked if the Committee would not be asking for economic development staff for financial  
27 reasons or because the members are not ready for the staff at this point.

28  
29 Mr. Clark said he questions the effectiveness of the town staff to manage an economic development  
30 member.

31  
32 Ms. Turell said the economic chapter of the new Master Plan should serve as a guide for someone that  
33 is a seasoned professional and is able to be somewhat autonomous. She said she feels the Committee  
34 was justified in not spending the money this year; but feels the Committee is making good, slow  
35 strides for toward having all the pieces in place to have this position be effective. Ms. Turell said she  
36 feels the key is the Master Plan and anticipating how the position would operate. She suggested  
37 making it clear that we expect to hire someone and spreading the word and beginning to recruit. Ms.  
38 Turell said the case was made last year, and the case has strengthened except for budgetary  
39 concerns. She said she feels comfortable asking for a level of funding once the Master Plan chapter is  
40 complete.

41  
42 Chair Elliott asked Ms. Turell if she views the Master Plan chapter as a guide for this position.

43  
44 Ms. Turell said she does and believes it would give a strong initial footing for the position.

45  
46 Mr. Clark said he believes it is obvious for this mission to be successful it will take a lot of work and  
47 that this committee, as a group are getting pieces of work done as volunteers; but things are going  
48 too slowly, and no one is able to pull it all together. He said there are a lot of good ideas, but no plan  
49 to implement it and no one to drive it. Mr. Clark said he does not see this being accomplished by this  
50 committee and said the Town needs a way to get this done.

51  
52 Ute Luxem said a lot of things are happening, slowly but surely. She said last year there was too  
53 much uncertainty for the development director to be effective. Ms. Luxem said more of the  
54 uncertainty will clear up over the next year. She suggested it would be better after the Master Plan is  
55 in process and the planning and zoning changes are implemented for the Economic Development  
56 Director to be successful.

1 Chair Elliott asked if the members felt the Master Plan would be completed in 2012. Ms. Luxem and  
2 Ms. Turell both said they believe the Master Plan will be completed in 2012. Ms. Turell suggested the  
3 Committee may be able to hasten the completion of the Master Plan.

4  
5 Chair Elliott said the Committee could hasten the economic development chapter, but not the entire  
6 Master Plan. He said he felt a more reasonable time frame for the Master Plan to be done would be  
7 2013.

8  
9 Ms. Luxem asked if Chair Elliott thought the 2013 budget will be better than 2012.

10  
11 Chair Elliott said it would most likely be very similar.

12  
13 Ms. Luxem suggested it would be reasonable to have a half position in the budget.

14  
15 Chair Elliott said the Town could spend from the UDAG funds without it being in the budget.

16  
17 Ms. Turell said there may be an advantage to have a half time position for half of next year. She said  
18 this could hasten the economic development chapter and allow us to proceed.

19  
20 Mr. Clark said having more personnel may help us get the chapter done in a reasonable amount of  
21 time. He said it may help to have someone that understands that chapter advocate as the rest of the  
22 Master Plan is going on to have them connected.

23  
24 Chair Elliott said he does not believe the chapter that will be written for economic development is  
25 consequential for the work we need to do for Durham.

26  
27 Ms. Turell said the Town needs it to be.

28  
29 Chair Elliott said the Committee is not responsible for the chapter. He said the Committee can write  
30 drafts, but there are levels above the Committee that can change it. Chair Elliott said he believes that  
31 we have a faster route to the Economic Development Director if we do not try to force it into Town  
32 government. He said he has seen it done better and faster through non government controlled ways.

33  
34 Mr. Clark said he is a big fan of having someone help us with zoning reform, creating TIF districts, etc.

35  
36 Mr. Lawson said he has a lot of concerns about the demands that will be on resources for economic  
37 development next year on the planning side. He said the Master Plan schedule is clear that it won't be  
38 done until at the earliest late in 2012. Mr. Lawson said the Committee has companies coming to  
39 Durham that are interested in Durham; some have visions in sync with ours and the concern is we will  
40 have interest but will not have the resources on the planning side. Mr. Lawson said if it were up to  
41 him he would be concerned about bolstering the resources on the planning side. He said he is  
42 concerned that people interested in Durham need to be able to interact with Planning and the Town  
43 needs to have the resources to be able to do that.

44  
45 Chair Elliott said the Town was lucky that Capstone had the patience they did to get through the  
46 planning process.

47  
48 Mr. Lawson said the Planning Board worked diligently and quickly. He said the development was a  
49 complex issue with conditional uses.

50  
51 Robin Mower said the Town has examples in which developers have found Durham to be easy to work  
52 with. She said when there is a concerted effort on the part of the Town Planner, the Planning  
53 Department and the Building inspector/code enforcement officer, and a cooperative developer, things  
54 can move smoothly. Ms. Mower said Capstone came to the Town with a proposal in January and got  
55 approval in April. She said for a development of that size and complexity, that amount of time is not  
56 slow. Ms. Mower suggested the Committee take Mr. Lawson's suggestion seriously and keep the ball  
57 moving and giving support to the Planning Department is the best way. She said design standards  
58 and guidelines are important and the Town needs to create reasonable standards so developers know  
59 what to expect.



1 Chair Elliott asked Ms. Mower if she would chose to advocate for funding of more planning support  
2 over a staff position for economic development.

3  
4 Ms. Mower said the Town needs to acknowledge that the Master Plan process is more than one person  
5 can handle in addition to normal job duties. She said the Town needs to augment the planning  
6 portion rather than the economic development portion.

7  
8 Mr. Clark said the discussion is about two important things. He said planning can be defined in two  
9 ways; 1) guiding developers through the process and 2) putting in long term solutions to make it  
10 easier in the future. He said the Town needs to create zoning that puts us on a level playing field,  
11 needs design standards to make it clear what the expectations are, and needs someone to get the TIF  
12 district going.

13  
14 Ms. Mower said some of that is happening. She said the Planning Board is looking at conditional uses  
15 downtown and in other areas. Ms. Mower said the money for a larger Planning Department and an  
16 Economic Development Director is ideal, but this may not be the right time. She said the suggestion  
17 of waiting until the middle of next year is something to be considered. Ms. Mower said it should also  
18 be considered in conjunction with how the Planning Department can be helped more effectively.

19  
20 Chair Elliott said he would like to point out that it has been more than 18 months since the B. Denis  
21 report and the Planning Board has yet to begin the process of dealing with the suggested changes.

22  
23 Ms. Mower said the consultant was hired to review the zoning in the central business district and is  
24 moving forward.

25  
26 Chair Elliott said the Planning Board has yet to see the draft.

27  
28 Ms. Turell said a case can be made to support the Planning Board in making changes and supporting  
29 applicants. She said she feels the Town needs someone who is tasked with being entrepreneurial and  
30 recruit key partners in Durham's economic development and we should not miss another year.

31  
32 Ms. Luxem asked if it would make sense to have jim Campbell work on every day issues and a  
33 different person work on the Master Plan.

34  
35 Chair Elliott said that is a question for the Town Administrator.

36  
37 Ms. Turell suggested considering Chair Elliott's suggestion of an economic development corporation.

38  
39 Chair Elliott asked if it is a good idea to begin that conversation concurrent with the budget process or  
40 is it better to bring it to Council when the idea is better flushed out. He said the funds allocated to it  
41 do not need to be from tax dollars. Chair Elliott said he believes the conversation should begin; but  
42 maybe it should not be a conversation at this Committee. He said he does not view it as a defeat to  
43 not ask for the funds for the Economic Development position. Chair Elliott said he can see the Town  
44 Administrator's perspective that there are other things we can spend our time doing.

45  
46 Ms. Turell said the Committee needs to show how we will achieve some of the goals that we stated in  
47 the job description.

48  
49 Annmarie Harris said the Town has hired consultants in the past to guide the Master Plan process.  
50 She said having someone from the outside to work on the Master Plan may be effective.

51  
52 Chair Elliott said he understood a consultant was hired for that purpose.

53  
54 Ms. Turell said the number one recommendation from the community was to hire an Economic  
55 Development Director. She asked if Chair Elliott is suggesting that UDAG funds will be there and that  
56 we do not need to push for it now, but can come back to it at a late date.

57  
58 Chair Elliott said a conversation about the use of UDAG dollars can happen any time of the year.  
59

1 Mr. Clark said his problem is that a year has gone by and no one has been hired. He said the  
2 Committee has made some progress, but we are not much closer to accomplishing our aspirations.

3  
4 Chair Elliott said he disagrees.

5  
6 Ms. Turell said if the Committee feels an economic development corporation will benefit Durham, we  
7 should enable it.

8  
9 Mr. Lawson said the idea needs more discussion. He said he will sit in on the budget discussions with  
10 Jim Campbell next week.

11  
12 Ms. Luxem suggested the Committee have some money in their budget for unexpected expenses;  
13 such as finishing the market study.

14  
15 Chair Elliott said he will ask Jim Campbell to speak to the Department in October and explain what he  
16 has asked for in his budget.

17  
18 Mr. Lawson said he will speak with Jim Campbell regarding the budgeting.

19  
20  
21 **XI.Next Meeting October 24th and action items**

22  
23 The members proposed possible agenda items for the October meeting: continued discussion of the  
24 budget, discussion of the central business district zoning, presentation by a business, updates on TIF.

25  
26 *Jim Lawson MOVED to adjourn the October 24<sup>th</sup>, 2011 meeting of the Durham Economic Development*  
27 *Committee at 9:50 pm. This was SECONDED by Ute Luxem and APPROVED unanimously.*  
28