

**Town of Swanzey, New Hampshire**  
**Economic Development Advisory Committee (EDAC)**  
**Meeting Minutes – May 13, 2013**

*Note: Minutes are not final until reviewed and approved by the Committee. Review and approval of minutes generally takes place at the next regularly scheduled meeting of the Committee.*

**Call to Order:**

The regular meeting of the Swanzey Economic Development Advisory Committee was called to order at 5:02 p.m. by Chairman Steven Bittel.

**Committee Members Present:** Chairman Steven Bittel, Amy Bush, Greg Johnson, Arthur Boufford, Bill Hutwelker, Guy Pronesti. **Absent:** David Cairns, Lynn Rust. **Others Present:** Town Planner Sara Carbonneau, Town Administrator Shane O'Keefe and Recording Secretary Beverly Bernard. Hutwelker was seated for Cairns.

**Approval of Prior Meeting Minutes:** Minutes of April 8, 2013 were considered. Bush **moved** to accept the minutes, seconded by Boufford, all were in favor. **Motion passed.**

Bittel distributed a member list and asked for corrections.

**Welcome new alternate, Bill Hutwelker**

Bittel welcomed new alternate, Hutwelker, to the meeting.

**Update/revision of EDAC presence on Town website**

Bush reported the membership list for EDAC is on the website. She has done an overhaul on the visitor's side, looking for broken links, etc. Updating the business side of the website, she needs feedback from the members; articles written by committee members would be helpful. Boufford volunteered to take some photos of current businesses to put up on the website. Bittel recommended the members look at Hillsborough town website as an example. O'Keefe said he wouldn't recommend property listings for the website. Bittel wants to develop a better narrative about Swanzey's business corridors and asked members to assist in that development.

**Update on Safford Drive Extension**

Bittel asked O'Keefe for an update on progress made toward the completion of Safford Drive Extension. O'Keefe said that he has met with folks at Clearwater Pool and Spa of Keene and the Cheshire Fair directors. Going forward, the current plan needs a revision for the curb cuts for Route 12. While some negotiation is still on-going, engineering is moving ahead, and NHDOT permits applications will be filed shortly. O'Keefe said he believes that the construction work will go out to bids this year, but the road extension will not be completed until spring 2014. O'Keefe pointed out that both organizations have their own needs, and he is trying to get them together to everyone's benefit. Bittel pointed out the Town can condemn the land, but it isn't recommended.

**TIF District development promotion**

Bittel then raised the topic of the TIF district promotion with getting some targeted help from Stuart Arnett even though the road will be somewhat delayed. Bittel said he wants to market the TIF district on the Town website. He mentioned the Colliers' property that is actively being marketed and shortly will apply for subdivision.

Bittel passed around copies of a map of the TIF district that is proposed for the Town website. Bittel noted that some details were removed to make the map simpler, and that he would welcome any comments / edits to the map by committee members. Carbonneau said she would forward a PDF file of the map to members. Boufford will take photos of existing District businesses to add to the map. Carbonneau said that she didn't think you can add the pictures to the map. Boufford mentioned using a hyperlink for the pictures. Also a photo taken from an aircraft which Carbonneau has can be put on the website. O'Keefe asked if the committee expected the map to print out and noted that the labeling is hard to read. Carbonneau reported that it would be in easier to read PDF format and printable in any size.

Bittel reported that Carbonneau and he met with Chris Wellington from the New Hampshire Department of Resources and Economic Development (DRED). He will look into getting the TIF District on state and other resource sites.

Bittel then asked for a consensus to hire Stuart Arnett, possibly on an hourly basis. Proper 'branding' of the District is essential. He would like to get a firm offer to bring to next month's meeting. He would like to keep it within the Committee's budget range.

Bush mentioned the owner of Pit Stop who is looking at a property on Route 10. Bush said it would be good to have a prepared stump speech when potential developers are in Town. Carbonneau said that the usual procedure is to have potential developers come to her office and pointed out that she has spoken to the Pit Stop owner on a number of occasions. She can lay out the zoning for the inquirer and answer other types of questions. While inquiries of this nature should go to Carbonneau, the website can provide a good general description for business development.

Carbonneau offered to put together a narrative to propose for use by the members. A brief discussion was held regarding the Town's Master Plan being on the website. Bittel said he could not find the Master Plan and Bush suggested that its location might have gotten shuffled around. O'Keefe left the meeting briefly to look at the website and returned to confirm that the Master Plan is on the website.

### **EDAC Draft Work Plan**

Bittel then asked the members to review the EDAC Work Plan which he passed out to them for review. The website needs a narrative for business development areas in Swanzey. He also asked members to go to the business tab and make recommendations on how to change it. He suggested that if members have an idea, email it to the members of the committee, including Carbonneau.

### **Other Matters**

Bittel raised the issue of the Commercial/Industrial district expansion. Bittel said he would like to take that up after the TIF district marketing is done. Carbonneau said there has been discussion with the Planning Board regarding the area near Yale Forest on Route 10. She raised the issue of the water source

of the spring on Route 10 in relation to the road reclamation project, noting that the Planning Board members were concerned about it. She said that there are trails up there now (in the Yale Forest), more so on the Matthews Road side.

Hutwelker said the committee could work on the expansion of the business district moving it back beyond 300 feet; portions along Route 10 and Route 12 are only 300 feet from center line of the road. The members looked at the maps of the business and commercial/industrial districts. Carbonneau mentioned that the east side of Route 12 is a concern as portions possibly needs additional depth.

Bittel asked if Bush needs any other help. Bush said making the map somewhat interactive will take time. Bittel wants to get the website updated as soon as possible and suggested a simpler approach may be the best course of near-term action. Bush said if everyone look at the website, and provide comments, she will be make changes. It was decided that the members send comments to Bittel and he will take care of forwarding them, so there isn't any meeting-type discussion between members.

O'Keefe said that he would recommend some signage about the TIF district. Bittel said that when Safford Drive opens it would be a great idea. O'Keefe said it could be in the design stage now. Bittel said talking to Stuart would help us.

A brief discussion was held about having meetings in July and August. The committee agreed to meet in July and postpone a decision on August.

**Next Scheduled meeting: June 10, 2013**

**Motion** to adjourn by Boufford , seconded by Hutwelker . All were in favor. Adjournment at 5:40 p.m.

Respectfully Submitted,



Beverly Bernard, Recording Secretary