

**Town of Swanzey, New Hampshire**  
**Economic Development Advisory Committee (EDAC)**  
**Meeting Minutes – June 10, 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 5:01 p.m. by Chairman Steven Bittel.

**Committee Members Present:** Chairman Steven Bittel, Amy Bush, Arthur Boufford, Guy Pronesti, David Cairns. **Absent:** Lynn Rust, Greg Johnson, and Bill Hutwelker.

**Others Present:** Town Planner Sara Carbonneau, Town Administrator Shane O'Keefe, Resident Donald Skiba and Recording Secretary Beverly Bernard.

**Approval of Prior Meeting Minutes:** Minutes of May 13, 2013 were considered. Boufford **moved** to accept the minutes, seconded by Pronesti, all were in favor. **Motion passed.**

Bittel acknowledged that Amy Bush is leaving Swanzey to take a new job in Washington, D.C. She will be missed.

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

Bush reported that Hutwelker gave her suggested ideas for changes to the website. She also reported that there is one site for EDAC now. Bittel asked if Bush has the copies of Boufford's photographs. She said she has them but wasn't sure exactly what to do with them. Bittel suggested a map with links to a photo page with images. Bush said the images could be hyperlinked to the businesses.

Bittel **moved**, second by Bush, to send a Thank You letter to Dave Bergeron for his efforts on the map.

**Motion passed.**

**Fast Roads fiber service**

A discussion was held regarding the availability of fiber service in Swanzey by Fast Roads and whether or not EDAC should announce it to make businesses in the area aware of the service. O'Keefe asked if the service was actually available, versus just having the wiring in place. Bittel said it was his understanding that the service would be available by August 1, 2013. Bittel suggested that EDAC could request an informational presentation by Fast Roads. Bush offered to get in contact with Carol Monroe of Fast Roads to see what information she can provide.

Bittel suggested it would be beneficial to have something the committee could mail out to businesses. Cairns said that he is not opposed to doing that, but questioned if it would be beneficial to EDAC to do it prematurely. Carbonneau added to the discussion by pointing out the wiring is open to other providers who will utilize the fiber system. Cairns expressed his opinion that action by the committee at this point would be premature. Cairns said it was in the Keene Sentinel newspaper last week that the fiber service

is available in Keene and Rindge with no mention of Swanzey. Cairns said that once the service is here, and it is clear how to access it, it is appropriate for EDAC to promote it.

The consensus of the committee was table the topic until September. In the meantime, Bush will research and report back to the July meeting.

#### **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 Fairgrounds directors. There is still a need to negotiate with Clearwater Pool and Spa since the proposed intersection will require removal of an existing above-ground pool. However, all the engineering work has been completed.

Letters are going out to abutters to respond. O'Keefe said that the Town was told that it did not need concurrence from abutters, but now the State of New Hampshire says the Town does need their concurrence. O'Keefe said either way, the project should not be held up. He said that the focus this year is on bidding the project; the work will actually be done next spring.

#### **Stuart Arnett Proposal**

Bittel reviewed the project to Promote Revenue Development District growth proposal with the members of the committee. The proposal includes the retention of Arnett Development Group LLC for approximately 20 hours of his time, which is within the EDAC budget. Bittel reminded the Committee that Arnett was part of the Plan NH Charrette and had spoken at one of our meetings, and is familiar with our needs. He understands that the SRDD need is quite specific. Bittel mentioned that a major objective was to be sure that the promotion project starts on the proper footing and in the proper direction.

Cairns noted that the cap in the proposal is \$2,000 and that is within the EDAC budget. O'Keefe did note that any expense over \$1,000 requires Board of Selectmen approval.

Bittel asked for a consensus on the proposal from the committee. He asked for changes, comments or deletions. O'Keefe asked about the requirements for money up front. Bittel said Arnett would accept customary offered by the Town.

**Motion** by Cairns to accept the proposal as written and to present it to the Board of Selectmen on June 17, 2013, Pronesti seconded, all were in favor. **Motion passed.** O'Keefe suggested that Bittel be at the meeting to present the proposal and Bittel agreed, schedule permitting.

#### **Meeting Summer Schedule**

A brief discussion was held about the ability of the group to have a quorum for summer meetings, Bittel said that he felt EDAC should have a meeting in July and include a farewell for Bush. The committee agreed to meet in July and suspend the August, 2013 meeting.

Bittel raised the idea of having Rich Grogan who is Keene-based Regional Manager of New Hampshire Small Business Development Center to speak to EDAC at the next meeting. Bush asked about what

would be learned by the committee. Bittel responded that Grogan would speak to the programs his office is conducting to help small business. It was generally agreed that a resource from the State should be explored.

The committee agreed to invite Rich Grogan to come and speak to EDAC in July.

**Consideration of offering comments to the Town's Master Plan revision:**

A discussion was held regarding the current update of the Town's Master Plan and the need for extending business zoning distance on Route 10 and Route 12. Currently the business district is zoned for 300 feet from the center line of the road and given the need for parking and buildings, it probably should be deeper. Carbonneau said that EDAC should recommend a change. It was agreed to further discuss this issue in the fall when Master Plan revisions were further along.

**New Town Email Addresses**

O'Keefe reminded the committee that due to the Information & Technology Policy agreed to by the Board of Selectmen, all Town employees and volunteers will be using Town email addresses in the near future. O'Keefe said he needs to get passwords from EDAC members. He said that the committee members will get a page with instructions. O'Keefe confirmed that the only way to get the email is through the website.

Bush pointed out the contact sheet with the current email addresses of members will need to be changed. O'Keefe pointed out that from the standpoint of open government it is a good thing because it makes communication between Town employees and volunteers open and discoverable. He said the administrator will convert an existing contact list for the new contact address book. O'Keefe is going to look into accessing email with personal email address with link to new town employee email address.

**Next Scheduled meeting: July 8, 2013**

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

Respectfully Submitted,



Beverly Bernard, Recording Secretary