

MINUTES OF ECONOMIC DEVELOPMENT COMMITTEE MEETING  
EXECUTIVE CONFERENCE ROOM  
June 19, 2018 4:30pm.

Committee Members present:      Councilor Martin Dumont, Chairman  
   Councilor Dale R. Sprague  
   Councilor Richard Michaud

Administration/Staff present:      Bob Belmore, City Manager  
   Shanna Saunders, Director of Development & Planning  
   Robin Comstock, Economic Development Manager  
   Kelly Gagne, Deputy City Clerk

Others:                                      Laura Berry, Chair of the HDC  
   Richard Brooks, HDC Member  
   Charles Pius Murray, HDC Member  
   Nadine Miller, NH Division of Historical Resources

---

Chairman Dumont called the meeting to order at 4:30 pm.

APPROVE MINUTES FROM MAY 15, 2018 MEETING

Motion made by Councilor Michaud, seconded by Councilor Sprague to accept the minutes of the previous meeting of as presented, Motion passed 3-0.

PROPERTY MAINTENANCE CODE UPDATES

Manager Belmore passed out a property maintenance and code enforcement activity report from May 2018 created by Property Maintenance Officer Shanti Wolph.. The report explains the incident location, nature of complaint, origin of complaint, how they were notified and what the status of the violation is currently. Manager Belmore suggested a few edits to the report to Shanti. Manager Belmore also stated that Shanti offered that if any Councilors would like to do a “ride along” for an hour or two with him to see how he approaches his daily activities then they are more than welcome to. It may not be as exciting as a Police ride along but it might prove informational.

Councilor Sprague asked if this report was just things he has done. Shanna Saunders replied yes. Councilor Sprague also asked if he is qualified for insulation inspection as the report shows. Shanna Saunders replied that he has a lot of building experience and everything is run by Tim Metivier, who is officially our Code Officer/Building Inspector.

Councilor Sprague stated that he saw a quick stop parking spot in the Staples parking lot and he wanted to know if that parking spot was in their original plan. He is under the impression that the parking lot is owned by the Shopping Plaza parking and it is okay for anyone to make such a change. Shanna Saunders stated that she would look into it and they would need City approval.

Councilor Dumont brought up the history with Walmart and their parking lot area. They were using a section of the parking lot to sell things that was originally brought to the planning board as a parking lot.

Councilor Sprague suggested that maybe repeat offenders should receive different consequences for example, 3 citations in a 1 year would qualify for an inside inspection of their building. Now would be the time to look at this. He is aware that Rochester is doing something like that now.

#### HDC ORDINANCE

Manager Belmore researched the requested Ordinance from the City of Dover in regards to their Heritage Commission and passed it out to Committee members. Laura Berry, Chair of the HDC, stated that they were asked by the City Council for suggested revisions to our HDC Ordinance, which they had completed but then realized more discussion should take place with the State of NH regarding the City's CLG Certification. Nadine Miller from the NH Division of Historical Resources explained what advantages there are for a community to have CLG Certification.

There was robust discussion on the pros and cons on what the Historic District Commission does for the City and requires of residents that are in the Historic District. There was also discussion on the difference between a Heritage Commission and a Historic District Commission.

The HDC Chair indicated they have a meeting this Thursday to finalize their recommended revisions after discussing suggestion made by the State. Sprague asked that the Dover Heritage Commission information be in the Council packet with any proposed changes to the Ordinance and that the Committee members get a DRAFT ASAP. Laura Berry, Pius Murray, and Nadine Miller left the meeting at 5:08pm.

#### PLAZA RFP Update

Manager Belmore passed out the latest draft proposal. This will give the Committee time to read it over.

Sprague asked where the proposal from the gentleman is that did the Teatoller that was interested in the old police station building. Shanna Saunders reported that he said he would be back when he is ready. Councilor Sprague suggested that if someone is interested in the plaza we would entertain also including the old police station for their consideration, not in the RFP but at least inform developers who respond.

Shanna Saunders stated that several people have shown interest in the former PD property and we are waiting on proposals for the old police station.

Robin Comstock updated the Committee that a deposit has been made and sales and purchase agreement has been signed for the former Bank of America building.

#### FORM BASED CODES

Preliminary info passed out regarding consultant costs to develop a Form Based Code section in our Ordinance. This topic has been laid on the table for the next EDC meeting.

#### LAND USE BOARDS AND PERMIT PROCESS

This topic has been laid on the table for the next EDC meeting.

MISCELLANEOUS

Robin Comstock updated that we are continuing with the next roundtable on Thursday July 12<sup>th</sup> at the Chamber of Commerce.

There will also be another bankers, investor, and broker roundtable this Thursday, June 21, 2018.

There was discussion about new tenants in the downtown area and the outskirts of Somersworth.

ADJOURNMENT

***Motion made by Councilor Michaud, seconded by Councilor Dumont, to adjourn the meeting. Motion carried with a vote of 2-1 and the meeting adjourned at 5:51p.m. Councilor Sprague opposed***

Respectfully submitted,

---

Kelly Gagne, Deputy City Clerk