

ROCHESTER ECONOMIC DEVELOPMENT COMMISSION
MINUTES - January 17, 2019
ROCHESTER CITY HALL – CITY COUNCIL CONFERENCE ROOM
33 WAKEFIELD STREET, ROCHESTER, NH

MEMBERS PRESENT –
Jonathan Shapleigh – Chair
Troy Dillow – Vice – Chair
Mark Hourihane
John Larochelle

MEMBERS ABSENT –
Kris Ebbeson
Janet Davis

OTHERS ALSO IN ATTENDANCE - Karen Pollard, Economic Development Manager; Jenn Marsh, Economic Development Specialist; Angela Mills, Main Street Director

- A. CALL TO ORDER – The meeting was called to order at 4:06 PM
Attendance was taken –
- B. APPROVAL – September 20, 2018 Regular Meeting Minutes –
Motion made by John, seconded by Mark to approve the regular minutes of the September 17, 2018 meeting as written. Motion carried.
- C. DISCUSSION – Compare goals and priorities with strategic plan
It was recommended to combine agenda items C and D together because our goals and priorities depend on our membership. Discussion occurred on what industries are not represented at the table. Members will follow up with invitations to the February meeting. The committee reviewed the goals and priorities for 2019 and made the following updates:
1. Membership to be added and moved to the number one position
 2. Numbers 7 Support of Opera House Board of Directors, number 9 master plan for the Rochester Fairgrounds and number 10 tax base analysis will be removed as they all still on hold.
 3. Karen Pollard to be added as the point person for number the Skyhaven Airport.
- See attached updated goals and priorities list. Karen and Jenn will meet before the February meeting to review those goals and priorities with the 2017 Strategic Plan by RKG Associates.
- D. DISCUSSION – Membership update
See above, included with discussion point C
- E. DISCUSSION - RFP updates
Karen updated the committee and said there were multiple visits with interested developers on the 12-14 North Main Street site. Opening bid will be on January 27th.
There is a committee in place that will begin meeting early February to prepare to judge

the applications. Recommendations from the committee will be presented to City Council for final decision and approval.

Karen continued to discuss the new RFP for the 38 Hanson Street property. Keller Williams Commercial was hired to create an RFP for the property and that is currently on their website.

F. OTHER –

A public hearing will be held on February 19th for the density and design recommendations from Bendon Adams. Jenn requested the committee consider writing a letter of support in favor of the recommended changes. Discussion on the process and updates was held. Mark made a motion to write a letter of support in favor of the Bendon Adams report and recommended changes. Troy seconded the motion. All in favor.

Jenn mentioned a new business and retention plan that the Economic Development office is working on since one has not been done since 2010. The department met to discuss the model and opportunities to work with the REDC, Main Street and the Rochester Chamber to create a formal retention plan. The plan discussed would be a 7 month program including training in March and reporting of the findings by the beginning September. Meetings with businesses would begin in April with business walks in the downtown and then continue through the summer with site visits those businesses outside the downtown district. This retention program will enable the City to gather information about our local businesses, anticipate any business needs and be proactive of any changing business models.

Troy had a discussion with the Fire Chief about the City not adopting the latest fire codes. Troy researched the topic and found that not adopting the most recent fire codes could affect both businesses and residents in Rochester. ISO (insurance service office) ratings are one of the many factors that affect insurance premiums. If the City's protective class drops from a 3/4 to a 9 from downgrade then the property insurance rates will increase with those changes. ISO ratings provide statistical information on risk are completed every 3 years in a city/town.

G. ADJOURN - Motion made by Troy at 6:00 PM to adjourn – second
By Mark. Motion carried.

NEXT MEETING TO BE HELD AT 4:00 PM ON FEBRUARY 21, 2019 IN THE
COCHeco CONFERENCE ROOM, SECOND FLOOR OF THE ANNEX –
33 WAKEFIELD STREET, ROCHESTER, NH