



City of Rochester, New Hampshire
Office of Economic & Community Development
33 Wakefield Street, Rochester, NH 03867
(603) 335-7522, www.rochesterredc.com

Rochester Economic Development Commission
Minutes – May 23, 2023
Rochester City Hall
33 Wakefield Street, Rochester, NH

Members Present: Whitney Apgar, Kris Ebbeson, Jonathan Shapleigh, Marsha Miller, Kristen Bournival, Tim Jones

Members Absent: Tanya Hervey, Janet Davis, Ron Poulin

Others Present: Jennifer Marsh, Barbara H. (Public)

- A. B and C: Chairperson Shapleigh called the meeting to order at 4:11pm.

Meeting Minutes

- A. Roll call attendance was taken as part D of the preamble.
- B. Whitney noted Tanya would be added to members absent from the May. Marsha made a motion to approve the May minutes with the adjustment. Kristen seconded the motion. Roll call was taken, all in favor.
- C. Public Input
None at this time.
- D. Review of ED Fund Proposal
The suggested revisions from the last meeting have been included. Jenn noted Mike wanted confirmation that the term “multi-unit residential real estate” was acceptable on bullet point 3. Jonathan and Kristen noted that the REDC would like to keep the terminology as broad as possible. The terminology would like to be kept as just “real estate and land” without designating commercial versus residential. Jonathan noted two options for the bullet points would be to eliminate “multiunit” from bullet point 3 or to combine the first three bullet points into one. Kris noted she would like to see one bullet point to keep it broad but clear.
Kristen asked if there was a maximum dollar amount. Jenn noted it is whatever is in the REDC account. Jenn noted recent budget cuts/allocation that took place in the City recently used some REDC funds that were not used to cover gaps. Final budget has not yet been approved. Marsha noted she hoped that people are fighting the use of REDC funds for non REDC items cited as “use it or lose it” because it can become precedent setting.
Marsha moved to approve the ED Fund Proposal with the combination of the first three bullet points into 1 single bullet point reading “Purchase/Control of real estate and land”. Kris seconded, all in favor.
- E. June City Council Workshop Meeting
The June workshop will now be in July. Jenn estimates the date for the workshop will be July Tuesday 18th at 6pm. Jenn noted July is typically taken off for REDC meetings due to most people having vacation time. The July 18th workshop can be used as a meeting time for the REDC. The Council will be provided a name/face sheet of REDC members at the meeting.



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Jonathan asked if the July workshop would be public or not. Jenn noted that yes it is open to the public but there is no public input.

Jonathan asked if there is anything the members of the REDC would like highlighted at the July Workshop. Marsha noted maybe including information on the number of vacant buildings. Kristen also suggested an update on construction projects downtown. Marsha suggested using the example of the recently opened Hope on Haven Hill office as a success story. Jonathan asked if there are occupancy statistics over the past 3-5yrs that can be made into a chart. Kris noted it would especially be helpful to see the occupancy of recently completed housing including Scenic/Salinger and 1 Wakefield. Marsha noted it would be helpful to see the recently completed commercial spaces as well. Tim noted the surgical center should be opening soon at Frisbee.

Jenn and Mike will confirm and collect details and will issue information to the REDC members.

Marsha asked about the Riverwalk. She would also like a line item on the REDC agenda each month for an update on City projects/happenings. Jenn noted she can have Carole share the ED monthly reports with the REDC members.

F. REDC website

Jenn provided a recap of last meeting's discussion regarding the REDC/ED website for those who missed the last meeting. The City will host the website and pricing came in under \$5,000 for the site creation so it would not be required to go out for bid. The ED office would update the site as needed. More information to follow at the next meeting.

G. Membership

Whitney noted she will be stepping down from REDC after the June meeting. A new secretary will need to be selected for the REDC. Kristen volunteered to take on the Secretary role. Jenn noted that the new member who would replace Whitney would need to be a Rochester resident.

Jenn asked the commission members if there were specific qualifications the REDC would like considered. Kristen noted that construction is a huge part of what REDC works on. Kris also noted manufacturing is a large part of the Rochester economic factors. Jonathan suggested going non-public session to discuss specific names and suggestions for membership.

Whitney asked about attendance requirements moving forward due to the lack of quorum frequently since December. Jenn noted there are not specific attendance requirements, but it can be discussed by the REDC at the next meeting.

Jonathan made a motion to adjourn at 5:00 pm, Marsha seconded. All in favor.

The next meeting will be June 22 at 4pm.

Respectfully Submitted,
Whitney Apgar

CITY OF ROCHESTER

ECONOMIC DEVELOPMENT RESERVE FUND

1.0 PURPOSE STATEMENT

The purpose of this document is to explain the intended uses and procedurally the steps involved in utilizing funds allocated to the City of Rochester's Economic Development Reserve Fund (Fund). The Fund is to be managed by the Rochester Economic Development Commission (REDC), with custody of the funds residing with the Trustees of the Trust, and final spending authorizations approved by the Rochester City Council.

2.0 USES OF FUNDING

The REDC is made up of Council-appointed members of the community that represent a diverse set of skills and background. REDC has created a list of intended uses of the funds that are to be used as a guideline when considering projects. It should be noted this is only a "guideline" and other uses may be permitted by obtaining majority vote of the commission and approval of the City Council. The uses are listed as follows:

- Purchase / Control of commercial real estate
- Purchase / Control of raw commercial land
- Purchase / Control of multiunit residential real estate OK?
- Funding of relevant studies and plans
- Investments in the overall economic vitality of the city

2.1 Prohibited Uses

- General Administrative
- Travel
- Conference activities

3.0 PROCESS

3.1 FUND REQUEST AND APPROVAL

1. As part of the annual budget process, or through a supplemental appropriation, a member of the Commission or City Staff may bring forth a written request for funding at the monthly REDC meeting. This request will include the following:
 - a. **Purpose:** A short narrative of the scope of the project and benefits to the economic health of the City
 - b. **Expense Category:** Land Purchase, Study, etc.
 - c. **Amount:** Dollar amount requested
 - d. **Timeline:** Expected timeline of use

2. Once submitted, the Commission will then review, discuss, analyze, and edit the request as required. The Board may then, with a two-thirds (2/3) vote, approve and move the request as presented, or with revisions.
3. If approved by the Commission, the request will be moved to City Council for review, discussion, and a vote to approve or decline. A simple majority vote by the Council is required to approve or deny the funding request.
4. If the request is approved by the Council, a request will be submitted to the Trustees of the Trust for release of the funds.
5. If declined by the Council, the request will return to the Commission for further discussion and revision as necessary.
6. All approved requests will follow the City's Purchasing Policy

4.0 FUNDING

Upon obtaining project approval from the REDC and the Rochester City Council, the Rochester Economic Development Department will work with the City of Rochester's Finance Department to disburse the funds within the approved scope of the project.

5.0 REPORTING

On an annual basis, or by special request of the City Council, the REDC will generate a report on any and all projects that received a disbursement(s) from the Fund. This report will detail the status of any open and closed projects, as well as an overview of the health of the Fund itself.