

## **Economic Development Citizens Advisory Committee (EDCAC)**

Minutes for the April 12<sup>th</sup>, 2017, Committee Meeting

Held in the Merrimack Memorial Room

Merrimack, New Hampshire

### Committee Members

Present: Susan B. Lee, David Shaw, Ken Asai, Douglas C. Dowell, Joshua Schiavone

Absent:

Excused:

Town Council Representative: N/A

Guest(s): None

Public attendee(s): None

### **1. Call to Order**

Susan B. Lee, Chairman, called the meeting to order at 7:33 p.m.

### **2. Announcements**

Doug Dowell made a motion to officially recognize that Dawn Shephard has resigned from the EDCAC. Joshua Schiavone seconded the motion and it passed 5-0-0.

### **3. Business**

#### **a. Project tracking program – Ken Asai**

Ken Asai had previously indicated that he would like to review Doug's system with the purpose of exploring additional functionality for that system. Ken has gathered some information relating to project tracking and has shared that with Susan. This will be discussed further in the next EDCAC meeting.

#### **b. Mock changes to economic development portion of Town website**

Susan provided printouts of various sections of the EDCAC portion of the Town website.

Reviewing these printouts, topics discussed were:

- Recommend the "Community Development" link is changed to "Town Resources"
- Replace the six or seven links on the left side of the website with a scroll down page, an example of this change was shared

Reviewing the current layout

- Title looks appropriate
- "Skilled workforce" should be moved to the 1<sup>st</sup> position (top of list)
- Move "Highway access" under "Quality properties", but keep above parking

- Susan and Ken agree that Premium Outlets would be better suited in a different section of the website

#### Flow Chart

- Ken made several suggestions for header/description changes
- Ken also added in some testimonials
- Some categories were condensed and replaced with links to the Development Guide

#### “Doing Business in Merrimack”

- Merrimack development guide should be moved to 1<sup>st</sup> position
- Business resources stays in 2<sup>nd</sup> position
- Merrimack Business Profiles will be 3<sup>rd</sup> position

#### EDCAC Section

- Should include business relocation assistance links
- PSNH needs to be changed to Eversource
- Verizon should be added for internet, cable, and phone
- Live link for business relocation assistance placed above “Financing and tax advantages”
- Remove “New England Real Estate Network” link
- Change “Business relocation assistance” to “Utilities and other Services”
- Add links to water, MVD, Pennichuck (also need to look into town sewer if needed)
- “Town of Merrimack GIS data” should be removed from development app section. There is already a link elsewhere
- Remove office space statistics from 2006 – outdated and most likely not accurate

#### Living in Merrimack

- Live link added for Merrimack being named the 23<sup>rd</sup> best place to live by Money Magazine

- Should add a statement of community feel
- Rely on most recent master plan for information that highlights what makes Merrimack a great community
- Video link is only on the left side of the website
- “Links” need to be revamped and several should be removed

Based on these and other suggestions, Ken has agreed to revise the “mockup”

**c. Other topics that may be raised during meeting**

No other topics were raised during the meeting.

**4. Approval of Minutes – 03.08.2017**

Motion to accept the minutes was made by Ken Asai and seconded by Joshua Schiavone. The motion passed 4-0-1.

**5. PUBLIC COMMENT**

No members of the public attended the meeting.

**6. EDCAC MEETING SCHEDULE**

The next meeting of EDCAC will be held in the Merrimack Memorial Room on June 14<sup>th</sup>, 2017.

**7. ACTION ITEMS**

Ken – amended mockup to Susan by June 10<sup>th</sup>

Josh – research MVD, Pennichuck, town sewer

David – contact Merrimack Chamber of Commerce about

Town video update

Plans for 11<sup>th</sup> annual Fall Festival?

Chamber representative to join EDCAC

**8. ADJOURNMENT**

Motion to adjourn the meeting was made by Joshua Schiavone and seconded by Doug Dowell. The motion passed 5-0-0 and the meeting was adjourned at 8:34 p.m.

These minutes are respectfully submitted to the Committee by David Shaw, Vice-Chair/Acting Secretary.

These minutes were approved on 06/14/2017, by a vote of 5-0-0 on a motion made by Doug Dowell and seconded by Ken Asai.