

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

Minutes for the June 8, 2016, Committee Meeting

Held in the Merrimack Memorial Room

Merrimack, New Hampshire

### **Committee Members**

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

Absent: None

Excused: None

Town Council Representative: Bill Boyd

Guest(s): None

Public attendee(s): None

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

The meeting was called to order at 7:04 p.m., by Susan B. Lee, chairperson.

### **2. Announcements**

No announcements were made.

### **3. Welcome New Member**

Dawn Shepherd, President, Merrimack Chamber of Commerce, was welcomed as a new member of EDCAC.

### **4. Business**

#### **a. Discussion of a new business survey (Led by Joshua Schiavone)**

Joshua has begun working on a proposed survey of Merrimack businesses. The primary purpose of this survey is to determine (1) whether businesses located in Merrimack are aware of Town resources available to them, (2) whether they know how to access these resources, and (3) what resources are important to them.

The committee discussed methods of distributing results when the survey is conducted. It was concluded that the respondents would remain anonymous and that distribution methods may include, but is not limited to, publication on the Merrimack Patch, the Town website, Nashua Telegraph, Manchester Union Leader, and the Merrimack Journal.

Joshua reviewed the survey software programs under consideration. It was noted that, to meet EDCAC budget requirements, the survey program would need to be free of charge. It was determined that the survey should be short in length. Possibly, solicitation of respondents would occur at the 2016 Merrimack Business Expo.

Ideas for questions to be included in the survey will be discussed at EDCAC's next meeting.

**b. Update Community Development Guide and FAQs**

The committee reviewed and discussed the most recent draft of the Community Development Guide prepared by Jillian Harris.

It was generally agreed that the layout was user-friendly and attractive. Recommendations included (1) that a slightly larger font could be used, (2) some editing for grammar and punctuation was indicated, (3) bullet points should be indented, and (4) on page 4, it should be noted that, rather than stating that the committee meets monthly, the EDCAC meeting schedule is posted on the Town website ([www.merrimacknh.gov](http://www.merrimacknh.gov)), and this web address should be hyperlinked in the online version of the guide.

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

David and Dawn are co-leaders of the 2016 Merrimack Business Expo, which is likely to be held in early October. Registration is expected to begin in early July, with various venues under consideration.

Bill Boyd informed the committee that a public meeting regarding the PFOA issue will be held at Masticola school on June 29, 2016. Bill provided a brief but cogent explanation of the science associated with the PFOA issue.

Bill indicated that a Town Council retreat, open to the public, will be held June 10, 2016, at 29 Continental Boulevard in Merrimack.

Bill also briefly discussed efforts by the Town Council to improve conditions for voting for the general election in November.

**5. APPROVAL OF MINUTES – 04.13.2016**

David moved that the minutes should be approved as written and Dawn seconded the motion. The motion passed 5-0-1, with Dawn abstaining.

**6. PUBLIC COMMENT**

No members of the public attended the meeting.

**7. EDCAC MEETING SCHEDULE**

The next meeting of EDCAC is scheduled for July 13, 2016, at 7:00 p.m., in the Merrimack Memorial Room. This meeting will include election of officers for the next annual session.

**8. ADJOURNMENT**

Motion to adjourn the meeting was made by Ken and seconded by Doug. The motion passed 6-0-0 and the meeting was adjourned at 8:05 p.m.

These minutes are respectfully submitted to the Committee by Douglas Dowell – Secretary.

These minutes were approved as corrected on 07/13/2016, by a vote of 6-0-0 on a motion made by Dawn and seconded by David.