

FINAL

**Economic-Vitality-Exchange Commission (EVEC)
West Meeting Room, City Hall
Wednesday, October 24, 2018
4:00 PM**

MEMBERS PRESENT: Clifton Below (City Council). Karen Liot Hill (City Council), Dan Nash, Kevin Purcell, Rob Taylor, Steve Whitman

MEMBERS ABSENT: Chip Brown, Dana Key, Greg Soho, Jay Simms, Jeff Goodrich

STAFF PRESENT: Shaun Mulholland (City Manager)

1. Shaun Mulholland called the meeting to order at 4:18 PM, when a quorum was reached

2. Acceptance of Minutes – September 26, 2018:

A MOTION was made by Dan Nash to approve the September 26, 2018 Minutes as amended. The MOTION was seconded by Rob Taylor.

** The vote on the motion was approved (6-1-0). Kevin Purcell abstained because he was not present at this meeting.*

3. Discussion Items:

• Economic Development Commission Charter

Mr. Mulholland presented a draft Economic Development Commission Charter, which he said is a compilation of bits and pieces from other cities. The draft Charter included the following:

- Purpose/Charge
- Mission: Coordinate the overall development of the City in accordance with the City's Master Plan and sustainability objectives.
- Membership: Mr. Mulholland proposed that the appointment of the Chair and Vice Chair be done by the City Council because of the gravity of what the LEDC (Lebanon's Economic Development Commission) is going to be doing. The LEDC will no longer be a City Manager's Project but will be an Advisory Board to the Council and would be faced with some major issues (e.g., use of City Land and how this would impact residents). The potential is that some of these issues may be the largest pieces of development since Lebanon had the fire. He said it's not up to him, as he is just a staff person, but it is up to EVEC to make a recommendation as a Commission to the Council and ultimately the Council will decide what the LEDC's form will look like.

Mr. Mulholland said that EVEC will become the LEDC (Lebanon's Economic Development Commission), reiterating the LEDC would be an Advisory Board to the Council. A question was raised about what would make this different from being an Authority (e.g., Lebanon has a Housing Authority that the Council gave an Authority to them). Councilor Hill said the Council has not had much engagement with the Housing Authority, which is a problem, but the Council has had some good discussions lately about hopefully re-imagining that

relationship. Mr. Mulholland explained that this has also created a silo, where the Housing Authority is doing their thing and the City is doing ours when there could be a lot of joint efforts being done together. Councilor Hill said that perhaps an Authority designation for the LEDC could happen in the future but felt this was not the right time.

A discussion ensued about the relationships of the Chambers and the City Council, the TIF Advisory Board, whether the membership of the LEDC should be residents of Lebanon, and the role of non-resident membership on the LEDC. Councilor Hill said that all LED Commission Members would be residents of the City, except for the non-permanent/nonvoting member(s).

It was decided that no vote on this Charter would take place at this meeting because not all members of EVEC were present to voice their opinions. Mr. Mulholland again expressed his opinion that the Council should really be making the policy decisions about Lebanon's Downtown Economic Development.

Mr. Nash was concerned about the Council accepting the LEDC recommendations and wanted to have more clarity on the role they would have in the development of Lebanon's Downtown area. There was a lengthy discussion regarding the differences of the LEDC becoming an Authority vs. and Advisory Board to the Council and the governing responsibilities of each. A discussion also took place regarding whether public/private partnerships would be easier if the LEDC was an Authority. Mr. Mulholland said that the City has had these privacy issues come up before and there is a mechanism in place for keeping information private.

Councilor Below recommended that the DRC (Downtown Revitalization Commission) be written into the membership of the LEDC and that one member from TIF Advisory Board should also be a member of the LEDC. Mr. Mulholland explained the differences in responsibilities between the DRC, the TIF Advisory Board and the LEDC.

Mr. Nash said it was refreshing to see change on the City Council and spoke about the City's growth in sustainability principles and also spoke about the successes in other Cities, like Keene, who have established an Authority, noting that one thing an LEDC Authority would do is be totally dedicated to this one mission: Lebanon's Downtown Economic Development. Mr. Mulholland explained that the LEDC would do the legwork and then bring their recommendations before the Council. Councilor Hill felt that to ask the Council for an Authority status would be a big jump at this time and felt this draft Charter for the development of an LEDC is a good next step.

Mr. Mulholland said there would be no approval today on the draft Charter because a lot of members were absent, but a discussion did take place that was focused on the membership, including representatives from other subcommittees, to the LEDC.

Mr. Purcell asked why the School District was not included in the City's economic mission and explained his reasoning. Mr. Mulholland explained the relationship the City has previously had with the School District, particularly in helping the Planning Board, by law, meet its statutory requirement by submitting their CIP Projects, which they have not done.

Councilor Hill noted, in the School District's defense, that they have no history in doing that and explained the School Board/District has had a lot of turnover. After some discussion regarding the role the School District plays in driving the development of the economic well-being and growth of the community, Mr. Mulholland said he will reach out and invite Superintendent Joan Roberts to participate in EVEC meetings moving forward and will send her the draft of the Economic Development Commission Charter for her feedback on how the School District could participate in this process. He will also invite Ms. Roberts, and School Board members, to the next EVEC meeting on November 25th.

Mr. Mulholland will also send this Charter out again to EVEC members, so they can make their suggested changes and email them back to him. These proposed changes can be discussed at the November meeting.

Mr. Mulholland explained that it's important for the EVEC members to forward their changes directly to him because it is a violation of the Right-to-Know Law if there are communications/discussions between a group of Commission members via email. Councilor Below explained that if, for example, Mr. Nash sent out his changes to the group and the group started replying to Mr. Nash as a group, then it would be considered a sequential discussion.

Councilor Hill suggested that edits be sent to Mr. Mulholland and he could send the suggested edits out to EVEC members along with November's meeting agenda packet, which would not violate the Right-to-Know Law.

- **Discussion of implementation of the Downtown Visioning Process as it relates to re-development and public infrastructure. Chapters 5 and 6 of the Visioning Plan. Not Discussed due to time constraints.**
 - What are the next steps?
 - What should the timeline be?

Mr. Mulholland said one of the things he would like EVEC to work on is the development of a draft RFP for 20 Spencer Street, so the Council has something to think about, noting there will be some hot button issues in terms of housing and other items. He said he would put together a draft that looks at construction to start taking place in 2020.

4. Future Agenda Items:

- Draft Economic Development Commission Charter Edits Discussion
- EVEC Development of a Draft RFP for 20 Spencer Street
- Discussion of implementation of the Downtown Visioning Process as it relates to re-development and public infrastructure. Chapters 5 and 6 of the Visioning Plan.
 - What are the next steps?
 - What should the timeline be?

5. Next Meeting Date:

- **Wednesday, November 28, 2017**

6. Other Business:

- Mr. Mulholland, David Brooks, Shelly and Mr. Purcell will be going to Rochester, NH on Tuesday, October 30, 2018 to talk with their Economic Development group.
- Applications are still being accepted for Business of the Year and Citizen of the Year Awards.
- Market video for the High Tech. Industries has been done and will be available in the spring.
- Rob Taylor and Mr. Mulholland had several meetings with the UV Daily News looking at a partnership to expand what the City is doing now on Economic Development, with a focus on business highlights stories.
- The Lebanon Times Newsletter has partnered with the UV Daily News and will no longer be sending out their bi-annual newsletter. Instead, the UV Daily News will be publishing Lebanon Departmental news items.
- Councilor Hill would like to see a State of the City Address for Lebanon.

7. ADJOURNMENT-

A MOTION was made by Rob Taylor to adjourn the meeting at 5:01 PM.

The MOTION was seconded by Kevin Purcell

** The vote on the motion was unanimous in favor (7-0).*

Respectfully submitted,
Dona E. Gibson
Recording Secretary