

## Bedford Economic Development Commission Minutes

December 2<sup>nd</sup>, 2009  
Bedford Meeting Room  
10 Meetinghouse Road

A regular meeting of the Bedford Economic Development Commission (BEDC) was held on Wednesday, December 2<sup>nd</sup>, 2009 at 8:30 am at the Bedford Meeting Room, 10 Meetinghouse Road.

**Members Present:** Henry Bechard  
Councillor Bill Dermody  
Russell Marcoux, Town Manager  
Mark Prestipino  
Joseph Reilly (left early)  
Michael Sandhu  
Rick Sawyer, Planning Director  
Jack Sullivan  
Terry Wolf, Bedford School Board  
Matt Henry, Intern  
Pam Brown  
Alice DeSouza

**Members Absent:       None**

### Call to Order

- Chairman, Russ Marcoux convened the meeting at 8:00AM.

### Approval of the Minutes – November 18<sup>th</sup>, 2009

- **MOTION** by Henry Bechard
- **SECONDED** by Jack Sullivan
- **MOTION CARRIED** Unanimously (11-0-0)

### Approval of the Minutes – November 23<sup>rd</sup>, 2009

- **MOTION** by Henry Bechard
- **SECONDED** by Pam Brown
- **MOTION CARRIED** Unanimously (6-0-5)

## **AGENDA**

### **1) Updates**

- **Airport Master Plan Review Committee (BD)**
- **SNHPC Regional Plan Review Committee (BD-HB)**
- **Joint Meeting with Master Plan Steering Comm. (BD-MP)**
- **Greater Manchester Chamber of Commerce Leadership Forum (RM)**

Mr. Dermody said that there is going to be a meeting next week for the Airport Master Plan Review Committee. There was a SNHPC meeting on November 10<sup>th</sup>. Chairman Marcoux sent an invitation to all of the BEDC for the Greater Manchester Chamber of Commerce Leadership Forum that is to be held on December 10<sup>th</sup>.

### **2) Program Development: Report to the Council (PB)**

- **Discussion & Work on Draft Report to Council (PB, HB, TW)**
- **Discussion on Economic Development function plan (JR+HB)**
- **Plan for Presentation to Council on Dec. 16 (All)**

Ms. Brown and Ms. Wolf initiated discussion regarding the BEDC Final Report. Ms. Brown started by asking the BEDC to particularly concentrate on substantive changes, and look for factual errors in the report rather than grammar or spelling.

Ms. Brown started by discussing the recommendations section, particularly the “business case”. Mr. Reilly said that the business case is meant to capture the meeting of November 23<sup>rd</sup>. Mr. Reilly said that six tables are not necessary and he recommends adding a worst case, base case, and target case. The BEDC discussed the recommendations section and made changes such as:

- Changing the order of sections
- Agreement with Master Plan assumptions
- Which business cases to put in the report
- Emphasizing redevelopment
- Worst Case, Base Case, and Target case are 75,000, 100,000, and 125,000 sq ft, respectively.
- Adding square footage to “we can not afford” section.
- Quantifying \$0.03/\$1,000 on a \$400,000 home.
- Adding a conclusion
- Changing GACIT language to reflect recent developments

Mr. Dermody asked if it was realistic to assume we will see additional tax revenue in year two. Mr. Sawyer and Mr. Sullivan agreed that they can expect to see additional revenue in 12-18 months and they will stand by that assumption if it is challenged by the Town Council.

Mr. Dermody asked how many businesses it would take to occupy 100,000 square feet. Mr. Reilly responded by saying a typical business would be about 20,000 square feet, so about five businesses would make the base case assumption. Mr. Sawyer said that he could get information regarding how many square feet are attributed to businesses in town.

Mr. Reilly suggested the articles and appendices be a separate document from the report. Mr. Bechard said he thought the appendix should be included. Mr. Dermody agreed with Mr. Bechard.

Ms. Wolf suggested that the BEDC meet once again to approve the final document. Chairman Marcoux said that if it is done through e-mail, it is considered a public meeting and therefore are subject to such requirements. Ms. Brown said that there is a lot of cleanup that needs to take place. The BEDC agreed to the following timeline:

- E-mail individual sections by Noon on Friday, December 4<sup>th</sup>
- Ms. Brown/Ms. Wolf send semi-final document out by Monday, December 7<sup>th</sup>.
- BEDC respond with comments by Noon Tuesday, December 8<sup>th</sup>.
- BEDC meeting Wednesday, December 9<sup>th</sup> to approve the final document and discuss the presentation.
- Grammatical/final changes made and sent to Ms. Brown/Ms. Wolf Wednesday December 9<sup>th</sup>.
- Final Report completed by Thursday, December 10<sup>th</sup>, 2009.

Chairman Marcoux recommended going through page by page to make changes. Ms. Wolf disagreed saying that should be done at the next meeting instead. Ms. Brown said she wishes to get clarification today on some parts of the draft. Ms. Brown walked the BEDC through the document and some changes were made including:

- Subtle changes to the BEDC research process section
- Add that we “can’t afford to do nothing”
- Master Plan Steering Committee assumptions
- Order of the “looking forward/looking backward” section
- Any reference to the budget should have school portion included
- Take out assumptions about Bedford’s economic situation
- Add access to rail under the “Strengths” section
- Take out “Tax Rebates” and include “New Market Tax Credits”
- Add a “quality of life” paragraph
- Eliminate the “best use” terminology.
- Wording of the website section

There was also some discussion of the “target industries” section. Ms. Brown said that she was not sure there was any consensus on the issue from the BEDC. Mr. Sullivan said that it was the result of interviews with Metro Center-NH and SNHPC. The Commission agreed the target industries were good targets and should be left in.

Chairman Marcoux reiterated the timeline discussed earlier, and requested that if anyone is not going to be in attendance, they contact him. Chairman Marcoux thanked the BEDC for their hard work and especially thanked Ms. Wolf and Ms. Brown for their exceptional work on the report. Chairman Marcoux asked who would be responsible for conducting the presentation to the Town Council. Mr. Henry said the PowerPoint was completed and he should meet with whoever will be doing the presentation prior to the December 16<sup>th</sup> meeting. Chairman Marcoux said that the presentation should be made by the *private members* of the BEDC, and Mr. Sawyer and Mr. Marcoux’s role should be minimal, and nothing more than conducting introductions. Mr. Marcoux volunteered Mr. Reilly as one of the presenters. Mr. Prestipino volunteered to assist Mr. Reilly. Mr. Henry said he will send Mr. Reilly and Mr. Prestipino the PowerPoint after the meeting.

## **NEW BUSINESS**

None

## **COMMISSION MEMBER COMMENTS**

### **Adjournment**

- **MOTION** by Mr. Sullivan to Adjourn.
- **SECONDED** by Ms. Brown.
- **MOTION CARRIED** unanimously (10-0-0)

**December 11<sup>th</sup> – Deadline for the final report to the Town Council**

**December 16<sup>th</sup> – Discussion of the report with the Town Council**

**Next Meeting: December 9<sup>nd</sup>, 2009 8:00am**

**Respectfully submitted: Matt Henry**