

MINUTES OF THE ECONOMIC DEVELOPMENT COMMITTEE MEETING
EXECUTIVE CONFERENCE ROOM

September 15, 2016 – 3:30 PM.

Committee Members present: Councilor McCallion, Chair
Councilor Martin Dumont
Councilor David Witham

Administration/staff present: City Manager Bob Belmore
SHanna Saunders

Chairman McCallion called the meeting to order at 3:34 pm.

MINUTES OF PREVIOUS MEETING

Councilor Dumont, seconded by Councilor Witham, made a motion to accept the minutes of August 12, 2016. Motion Passed 3-0.

RESOLUTION NO. 11-17: RFP FOR HILLTOP SCHOOL REUSE

No need for changes or updates. City Manager Belmore referenced page 4, under new construction, is different from the first RFP. There was lengthy discussion about this section.

Councilor Dumont, seconded by Councilor Witham, made a motion to endorse the proposal to council along with the RFP. All in favor.

FORMER POLICE STATION BUILDING & SITE

Director Saunders said they just got the final report. Some of the issues found were possibility of asbestos/lead paint, sand filled bunker near the oil tank and leaking from an underground storage tank. There were no major surprises.

Councilor Dumont asked if this now opens us up for grant work. The Police Department would not be big dollars. We need to be able to market the place.

The report needs to be reviewed in more detail by staff. They will report back to the Committee.

MICRO FLATS/BUSINESSES

Director Saunders discussed the definition of a Microflat and building codes in the core business district area downtown.

The zoning ordinance is silent concerning microflats. Chinburg is almost doing microflats already. Councilor Dumont named several businesses where employees could use something like this.

City Manager Belmore said this will need planning board approval. The Planning Board should look over this general information. Let them chime in.

This topic will be kept on the agenda for further discussion.

MISCELLANEOUS

Councilor Dumont asked about a TIF timeline. Director Saunders said she will have it at the next meeting. The new director said she can handle the TIF and this will not be put out for RFP.

They will move forward looking for a full time person to fill the position of Economic Development Manager. There was lengthy discussion about the need and usefulness of the ED Manager.

Councilor Witham questioned the pedestrian bridge at Chinburg's Mill Apartments; the Certificate of Occupancy was contingent on that. Director Saunders said the lighting at the pedestrian bridge and the no parking signs will all be put in by the end of this week.

Councilor Witham said the parking lot owned by Aclara, also needs to be addressed.

Councilor Witham said that Claude Gagnon has painted the creamery building on Green Street and it looks better. Gagnon is renting the space. He has repaved. There has been nothing in front of the planning board.

Councilor Dumont asked when the new Dairy Queen would be starting with construction. Director Saunders said that corporate has not gotten the require escrow together. Maybe in 2 weeks.

Councilor Dumont said he has an issue with businesses coming in without a business plan, and not being successful. Can we require a plan? City Manager Belmore responded by saying, we cannot, we have to do what the state allows. We cannot regulate business plans or business success. It is overstepping authority.

The City has received 5 applications for code officer.

ADJOURNMENT

*Motion to adjourn by Councilor Witham, seconded by Councilor Dumont. All in favor.
Meeting adjourned at 4:35pm.*

Respectfully submitted,

Trish Harris, City Clerk