

CANDIA PLANNING BOARD
MINUTES of December 2, 2015
APPROVED
Public Meeting

Present: Sean James Chairman; J. Lindsey; Mike Santa; Tom Giffen Scott Komisarek BOS Rep; Dennis Lewis, Road Agent

Absent: Al Hall III, Mark Laliberte Alt; Ken Kustra

Chair James called the meeting to order at 7:00 pm immediately followed by the Pledge of Allegiance. He asked M. Laliberte to sit for A. Hall.

Minutes November 4, 2015

T. Giffen **motioned** to accept the minutes of November 4 2015 as amended. J. Lindsey **seconded**. S. James, S. Komisarek, J. Lindsey, M. Santa and T. Giffen **were in favor. Motion passed (5-0-0)**.

Other Business

NH Depart Recourses and Economic Development (DRED)

Justin Avery, Business Resource Specialist & Gary Chabot Business Development Specialist from NH Department Resource and Economic Development (DRED) were present. J. Avery said he had run into M. Laliberte at a bill signing down in Nashua and they started talking and M. Laliberte asked if maybe they could come to Candia's Planning Board to talk about what they have for new resources which Candia may be able to use in long term strategic plans for the town involving economic development.

J. Avery said some of information may be redundant for folks who are aware of all the resources but he hopes he can touch on a key point here tonight that will spike some interest and potential use down the road. He said he invited G. Chabot as he administers their Economic Revitalization Zone Program (REZ) through the state of NH. J. Avery handed out packets and saying the first booklet is hot off the press and it is a summarization of the recent activities they have done in their fiscal year that ended on June 30, 2015. He said it highlights what they do to support business throughout the state. He said in the folder is a cornucopia of different resources that either they directly oversee in their office or strong partners they work with throughout the state. He said as you are working with your business community the easiest way to promote economic development is to work with existing customers and businesses to create awareness of the different resources they have available to them obviously Candia like most towns in NH have their successes and struggles. He said they have resources to further their successes and assist with their struggles to a certain point.

J. Avery continued highlighting some of the resources. He said for existing businesses that have employees that need training or skill enhancement they have job training fund through the state of NH. He a certain portion of dollars that employers pay into the quarterly unemployment trust fund are set aside so they can be recycle back out for training purposes for the businesses throughout the state of NH. He said it doesn't matter if training is needed in financial services, manufacturing travel and tourism across the board etc or if one employee needs training or 500 employees that need training, the funds are there and it is a dollar for dollar match program so a company puts in a dollar the grant money covers another dollar to make up to half the cost of the training. G. Chabot said they do about a million dollars in grant for that program and is truly a grant and you do not have to pay it back and J. Avery said it is on a reimbursement process. He continued saying they partner with a lot of community colleges and the training is not just exclusively for companies that have specialized training, others can take advantage of the program. He said it is not a onetime deal and the grant can be utilized multiple times throughout a single year but they cannot have more than one grant open at a time. He said if you go on their website or job training grant website, which is included in the packet you can see a listing of companies since 2012 that have taken advantage of the program and you can see the types of training and dollar amounts. He said it is a great program and said

again if a business has employees that need training why not take advantage and have half of the training paid for.

J. Avery said they have their government contracting team and any businesses that are in your town that could potentially sell a product or service to any form of government; they have counselors in their offices that are free for businesses to utilize rather than having to hire an expensive consultant. He said they can utilize their government contracting team and it doesn't matter if they selling warheads to the Dept of Defense and he has heard the story of a lady who doing a weekend cookout for a National Guard group that used their services. He said there is certain registration and red tape businesses have to go through so this is another resource that can help them navigate that. He said just today they had their annual DRED event and last year the State of NH companies got over \$600 million worth of contracts through their efforts. Some of this was from large companies but they are seeing more and more smaller companies.

J. Avery said they have an International Commerce office where any businesses no matter what they are selling if they have the opportunity to sell it on an international level they have folks that will help navigate businesses through that process, evaluate the markets they are looking to target. He said they can get them get in contact with the correct delegates they need to in the various countries they are exploring to see if there is a market for their product and maybe there is already a partner they can work with.

J. Avery said they partnered up with the Office of International Commerce and the NH Manufacturing Extension Partnership to form a group called NHADEC NH Aerospace and Defense Export Consortium. He said if you have a business that can provide a service or product anything aerospace related whether direct or indirect there is a consortium in NH that helps build the supply chain within the State of NH.

J. Avery said they also have a myriad of other things and one of the things he wanted to when they came out tonight was to create awareness and to help communities develop their different programs and different strategies. He said if your Town is evaluating long term strategic plan for economic development that UNH Cooperative Extension is a great group and he highly recommends working with Charlie French and Andre Garon saying the folks from there can do visioning sessions and they really engage your constituents to find where they want to go and what they want to be and be known for. Chairman James said they are actually working with UNH Cooperative right now on Candia's Master Plan update. He said UNH is working on the steering committee group that is working on Candia's visioning even next April. J. Avery said attending a work session with UNH and they had great information and they show you how to engage participation at the local level and continuing saying if the town ever has an employee or member of your Board interested in attending a work shop they have funds to go and there are also scholarships.

J. Avery said they also partner with small business development centers where you have small start ups or even early stage companies where they offer free business counseling to help people develop business plans. He said they get them ready for financing; they evaluate marketing plans the entire process from soup to nuts and is funded by the SBA (Small Business Association). He said it is a tremendous asset to have there are counselors throughout the state who can provide the free business counseling and they do it on a confidential level. It helps companies not only navigate through the good times but also through the bad.

J. Avery said another resource that isn't in the folder that is close by is Rockingham Economic Development Corporation, Laurel Bistony. He said her contact information is not in the folder but can follow up with her email and phone number. He said they not only provide counseling from her team they also have revolving loan funds various funds set aside and also partner with local banks to provide financing for businesses that are within your community and have done a tremendous job helping people promote economic development. He said Rockingham Economic Development Corporation also has Brownsfield programs to help clean up areas that are designated as browns fields as well. He said this group doesn't necessary have to partner with banks for certain financing they have their own revolving pool of money and they also administer revolving loan funds for several municipalities that have revolving loan funds so the communities can address the business needs within their own communities. He said it is a

tremendous asset and he highly promotes them. They also maintain the saids documents for this area which is a comprehensive economic development strategy which is a huge undertaking which basically identifies large projects that are within their territories that are on the books to hopefully take place in the coming years.

J. Avery said at the State of NH they have their own Director of Broadband, Carol Miller. He said if the town or any constituents run into issues with connectivity or broad band access she is the one to contact and she works very strongly and closely with the different broadband providers and also works on the legislative level and is very good and knowledgeable at what she does as she came from that industry.

J. Avery said he also included in the handout a pamphlet on Great Bay Community College. He said he is familiar with working with them as most of his territory is along the seacoast and he works very closely with them and continued saying that Manchester Community College is not that far away. He said the reason he included this was, so you can see some of the great programs they have developed for people to get more training and it isn't necessarily 2 year degrees there are great certificate programs, 6- 8 week accelerated course work to get people ready for employers that are around the area. He said they work closely with industry to develop the programs and said this is a tremendous partner to engage if your business has a particular question or concern about training their work force.

J. Avery introduced Gary Chabot who came tonight to talk about the ERZ (Economic Revitalization Zone) program, a program which a lot of communities have found to be a useful tool when they do promotion and expansion of their commercial base and find it to be a great economic tool for recruitment. G. Chabot, Economic Development (DRED), said he covers Manchester, Nashua, and the middle part of the south central part of the state. He said they have two people who do out of state recruitment for companies, for example if a company from Canada or Mass is looking to come to NH one of these two people would become the point of contact account person to recruit them to come to NH. He said a town may want to designate an economic underutilized area or building to focus on and once designated by ERZ be able through the state give an incentive, a tax credit against the NH Business Profit Tax/Business Enterprise Tax to get a company to move to that particular designated area. The process is the community creates these zones which could be as small as one lot for example in Salem they had one store at the Rockingham Mall where a large retailer moved out. He said Candia can designate areas along route 27 or route 101 where the town may want to encourage development. This a particular program can be used as an enticement for a company to at least consider moving to the designated are with a tax break not against the town but a tax break against the state. He said how it works is the town designates areas at no cost to the town and qualifies them through ERZ. When a business move in they hire people and this tax credit is a percentage of that person's salary multiplied by the number of people that they hire so a round figure he likes to use as an example is \$50,000 a year salary for one person which is a \$3,000 dollar tax credit that one calendar year and say they hire 5 people doing the math, it will add up pretty quick.

He said in NH there are 63 towns involved with the program and about 160 zones designated and it grows all the time. He said the state has \$825,000 of credits available which and can get watered down pretty quickly as they have a lot of applications. He said last year for example they had 1.5 million worth of applications and they do a pro rata share it is not first come first serve as everyone gets something. G. Chabot said there is a cap of \$240,000 dollars for any one application but they can cap it at \$40,000 a year for 4 years. For example, they had a company in Portsmouth come in last year with \$600,000 worth of credits that would have eaten up the entire amount so they cap it at \$240,000 then they do the pro rata share. He said on an average they did roughly \$20,000 per client last year and had 36 applications for \$825,000 credits. He said it is all about job creation. M. Santa asked if the tax credit varied from year to year and when was this started. G. Chabot said it is statutory limit per year and it was started initially about 10 years ago and was called a Crop Zone which didn't really take off as people thought it was an agricultural program. He said the Legislature changed some rules to the program in 2008-2009 and currently even now towns still have areas designated as crop zones Nashua, Claremont, Manchester for

example but technically they are ERZ zones now. The areas that are designated are areas that have fallen on hard times or major client moved out and this is a way/incentive to get companies to move back in. He said for example the entire mill yard was designated in Manchester, downtown Nashua, lots of parts of 101A in Nashua and they just literally designated 4 zones in Northwood along route 4 along antique alley and if you go there today you will see a lot of empty buildings so they qualified under that with all the empty space with retailers moving in and out. M. Santa suggested designating the Steeple Gate Mall in Concord. G. Chabot he said Concord would have to apply and it is a calendar driven program and the application deadline is February 10th of every year. He said he got an application last week from a company building a store in Greenland in an REZ Zone and the company hasn't even opened the store and they were looking for a tax credit. He said this company was based out of Tennessee. He said he emailed the application back and said they cannot apply for the tax credit as they don't even have actual costs and didn't hire anyone yet and they understood that. M. Santa said this particular business in Greenland who would they have contacted to get this information, someone at the town or did they contact the state. G. Chabot said they could have contact both a particular client that came through their office or if in this case is a chain of stores they might have a site selector for example who would contact them to see what is available for incentives, job training programs potential financing and then they would certainly want to be introduced to the local officials for permitting processes, planning boards, selectmen and local representatives. He said they facilitate that process.

J. Avery said sometimes the existing businesses will go directly to the town's officials, planning board or an economic developer director or planner in the town who also wears the economic developer hat a lot of times would become the contact person. G. Chabot said the tricky part for them is they are not in the local area every day and they do not know every single piece property or building so they have to look at the maps which sometimes can be difficult to determine if the property is in a ERZ zone and needs to know the address. Chairman James asked if the zones and maps are on their website and G. Chabot said there are hundreds of maps and they cannot post them all. He said they have the maps on their computers but cannot share them. J. Avery said many towns actually make REZ part of their economic development strategy and put a listing of REZ properties on their website. M. Santa said there is no down side to this and only an upside and it should be something the town should think about if they want to do this. G. Chabot said if Candia wants to do this he can pursue that with the town and he can also point out other towns that are a good representative of examples of how they did the mapping and the application process. He said the application is not difficult they need to demonstrate the need have commercial listings and good documentation. Chairman James asked how that would work if you have a mixed zone with residential next door to a business. G. Chabot said as long as it is a property you want to revitalize; it doesn't matter if there is a resident next door.

G. Chabot said ERZ is a tax credit for the business moving in or can be an existing business and the tax credit would be for new employees, even if the new employee was added after the property was changed to an ERZ zone. G. Chabot said changes were made to the ERZ program this year allowing only full time jobs of 35 hours or more and year round jobs to qualify as they had in the past allowed both part time and full time jobs to qualify for a tax credit. He said the intent of this program was to create new full time jobs and to primarily target manufacturing companies to move into NH in industrial parks. He said they have also changed how they review an ERZ zone eligibility, now they will review the zones every 5 years for eligibility. He said as companies grow they can reapply every year. T. Giffen asked if the application is on the DRED website and J. Avery said it is not on the website because it is an internal process. G. Chabot said he has been doing this for 10 years and it's hard to give someone a spreadsheet because nine times out of 10 they are going to mess it up. He said even if they fill out the paperwork correctly it may appear a company is going to get this big tax credit and the reality is they may not because they have the pro rider share so you do not want to pre sell them on a number they won't get.

Chairman James asked if they worked or assisted towns to help market properties for an example Candia had a piece of land down by exit 3 that the town formed a committee to get a Market Basket or similar down there and get developers interested but it never actually went anywhere. J. Avery said their recruitment team could definitely weigh in that if a town has a vacant piece of land or something that could be a marketable asset to the outside world they could certainly work to help explain how to market it and how to work with your planners and developers to make sure it is marketed to the appropriate audience. He said engaging their recruitment office is always an option for the town and when you get to that point and they can also have Michael Bergeron who is head of the recruitment program who is a great resource to assist the town and he will give you shining examples of towns that appropriately ready and willing to this and how they market themselves to let the world know and examples of towns that are not ready. He said in today's world in economic development the research is done ahead of time before anyone places a phone call so what he has seen in his experience those towns and municipalities that have set themselves up with the appropriate assets so they people can understand what they have available and what incentives are available right away are the ones that get the phone calls. G. Chabot said they had their annual meeting today and the speaker was in fact a site selector and she showed a graft of all the potential leads at the top and if you do not make the first 10 to 20 percent and hit all the critical things businesses are looking for water, sewer available land etc and what is important to that particular client you do not make the cut at all and if you don't have your act together they will not consider you. He said companies look at town's websites for potential land, potential labor availability, utilities, and infrastructures etc. Chairman James said that sounds like that would be helpful as the issue they run into is they are a small town with not a lot of resources and doing it comes up at the Planning Board that the town should be more business friendly. J. Avery said at least now Candia's knows these resources are out there. T. Giffen said he had worked with Cindy Harrington when the town did not have a website and got a little bit of money and also worked with Michael Bergeron. J. Avery said he could schedule a follow up meeting with Michael Bergeron to come give a presentation of what they do and he can offer his experience as he works with a lot of commercial real-estate folks, developers, site selectors and who tell him what they look for. He said he is a great resource.

M. Santa said so this program here is not going to draw a particular company to a community in itself but could be a tipping point of them looking at Candia or another community. J. Avery said the booklet passed out shows how the state stacks up on various points and page 4 and 5 shows how some of their programs they have discussed tonight you can see some of their statewide efforts and what it has yielded overall for the economic development put forth. He said there are only 5 of them in the office for the whole state and overall their department is very lean but overall they think their division by the matrix shows how successful they have been.

M. Santa said by looking at the booklet NH is in the top 10 in many categories. He said what he is curious about is the poverty rate he has a hard time figuring out what that really means in one of the charts and saw it the poverty level within NH. S. Komisarek read that NH has the lowest poverty rate in the nation. G. Chabot said poverty is a median income level and if you are below for example 50% below it is something like that. J. Avery asked if there any other question, as there was a lot of information given out tonight. He said he would encourage anyone to go on their website for more information on each program and their partner's websites are also on their website. G. Chabot said the information on the ERZ program is not on the website yet only because the laws have changed and they haven't quite finished the background information and updating all the forms. Chairman James said he appreciated J. Avery and G. Chabot for coming in and thanked them for their presentation. J. Avery said if anytime Candia needs them back any more information they could come back or send Michael or Cindy to talk to the town and they are happy to help. G. Chabot said to please pass their name along to any businesses and would be happy to meet one or one with them.

Update Informational Major Subdivision Crowley Road Map 414 Lots 152 & 152-10 into Chester

D. Lewis said he has been talking with Eric Mitchell who presented the plan for the property on Crowley Road Map 414 Lots 152 & 152-10 into Chester, with the things they needed to upgrade on Crowley Road. He said they had done some engineering and the 3 way intersection at the 90 degree corner is workable, the road that comes out further up the hill headed towards Chester road doesn't meet Candia's site distance requirement of 400 feet but it does meet the AASHTO requirements of 300 feet but not the 400 feet due to the topography. He said the engineer wanted to know if the AASHTO standards would be acceptable to the Board and if so they would ask for a waiver from the regulations on the 400 feet.

D. Lewis said the other issue was road maintenance on the short distance of both roads that will be in Candia approximately 150-200 feet. He said they discussed having an agreement with Chester to maintain those roads and otherwise they would have to have a turnaround to come back out. He said he has been thinking about this since their meeting and he said asked them if they could explore the possible of deeding that portion of 150 to 200 feet of road to the town of Chester and then it would be considered a private road to Candia and Candia would not have to maintain it. He said it is one thing to plow the road it's another if they have to repave it in 10 years and to have to maintain all the drainage and Candia will be getting no tax revenue from the 66 homes. He said he felt it was not a bad idea to explore that avenue and maybe the BOS could agree not to tax them on that section of the road as Candia would not have to do the maintenance. He said he was not sure how the Planning Board would feel about that. T. Giffen said that could be a condition in accepting the waiver on accepting the AASHTO standard on the site distance. Chairman James asked who would own the lot in Candia an association, the developer. D. Lewis said he has not seen the plan on whether they are going to keep the two initial lots as once they put a road in they would be unbuildable unless he configures the lots different, maybe that land could be included in a lot further out and whoever does owns it will be paying for a third of an acre in Candia.

D. Lewis said they would be agreeable to shimming and top coating the entire length of Crowley Road which is positive. He said he wanted to bring this information to the Board and that is where they stand on communications with the engineer on the proposed project. Chairman James asked if D. Lewis had any thoughts on why Candia's standards would be higher than the AASHTO standards. D. Lewis said the 400 feet requirement has been in the regulations since before him. J. Lindsey asked what AASHTO standards were. Chairman James said it is the American Association of State Highway Transportation Officials. He said it is a national group of DOTs who get together and work with groups, who vote and they work with the states to establish national standards and for example that is why the highway signs all look the same size, letters, site distance, bridge design etc. He said if 300 feet is good for AASHTO standards it would be good for him. D. Lewis said that is the decision the Board has to make.

M. Santa said you are talking about plowing that part of the road how do you deal with Currier Road where the road starts and ends in Candia but goes into Deerfield. D. Lewis said he stops and there is a turnaround at each town line. He said Deerfield comes over and maintains their part. He said they have same situation on Murray Hill Road, Hook Road and Tower Hill Road. He said they have a spoken agreement with the other town's road agents where for instance Murray Hill and Hook Road where Candia plows all of Hook Road and Hooksett plows all of Murray Hill Road in trade. He said on Tower Hill Road they plow all of Tower Hill Road and Auburn plows our end of Chester Turnpike from Old Candia Road down to the Auburn line.

M. Santa said Deerfield's perspective they have to bring a truck about 5 miles into Candia to do the small strip on Currier Road and you are talking about deeding part of road to another community could this have been done with Currier Road. D. Lewis said Currier road is different and doesn't just have the 150-200 feet like Crowley Road. He said Deerfield's truck that plows South Road comes around and takes care of Currier Road and if Candia was to assume the maintenance on Currier Road they would have to put another truck on to cover that because the route is too long on that side of town anyway. He said for example in an ice storm one truck load of sand will hopefully do the Candia end so they would have to have two loads if they did the whole road. He said there are frequent wash outs and if Deerfield were not to come over when there was a washout in the wintertime, Candia would be stuck fixing to be able to get our

trucks to plow and it would be the same if trees come down, he would have to clear them before Candia could plow it so it's not just a matter to run the plow truck down and come back, there is way more to snow plowing than most people understand especially on a dirt road like that. T. Giffen said he was under the impression that the north edge of Currier Road was in Deerfield and the long strip that runs along the town line was Deerfield's. D. Lewis said the boundary is the stone wall and all of right of way which means the road is in Deerfield. He said if you drive up Currier Road from the New Boston Road and if you carefully watch every 1000 feet you see the Town Bound Markers near the stone wall and some of the old markers still have the C and D. He said the road all of it all belongs to Deerfield but in emergencies they will go up there. He said Candia's Fire and Police Departments have to respond first and he will plow and sand until Deerfield can get there. He said it would be the same situation in Chester if there was an emergency he is sure Candia's Fire and Police Department would have to respond as it is a long way to the center of Chester from there.

D. Lewis said he does not know when they developer would be coming back and asked if they were on any schedule and they are not on any schedule. He said he would call Erik Mitchell tomorrow and let him know what the Planning Board thought and when they come back they can discuss the AASHTO 300 foot site distance and the roadway deeding. He said the developer wanted to know if they should come forward with plans or try to get the 400 feet of site distance which would require more improvements on people's driveways on Crowley Road. Chairman James said personally he likes the idea of deeding that part of the road. He said that will resolve some of the earlier concerns. D. Lewis said they still need to get the Police and Fire Chiefs involved but they need to come in with a formal application to get the Police and Fire involved.

Chairman James said the 90 degree corner works and the AASHTO standards, he doesn't seem like it would be a big deal and he personally likes the idea of deeding that part of the road to Chester. D. Lewis said to him it came out to be the best situation because a verbal agreement like they have with Auburn that works as long as certain players are there but if that changes they may say we don't have to plow it anymore then Candia would have to make them construct a turn around and maintenance would be more involved than just plowing.

The next Steering Committee for the Master Plan Meeting is Monday December 7, 2015 7pm in the town meeting hall

J. Lindsey **motioned** to cancel the December 16, 2015 meeting due to lack of applications. T. Giffen **seconded. All were in favor. Motioned carried (5-0-0).** The next scheduled meeting is January 6, 2016.

J. Lindsey **motioned** to adjourn at 8:15 pm. T. Giffen **seconded. All were in favor. (5-0-0)**

Respectfully submitted,
Sharon Robichaud Land Use Secretary

He told E. Mitchell he would bring it to the Board just a thought.