



**TOWN OF
BROOKLINE, NEW HAMPSHIRE**

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**Brookline
Economic Development Advisory
Committee**

Tuesday July 31, 2012 meeting
6 pm – Town Hall Meeting Room

Attended the meeting:

Dana MacAllister, Planning Board Representative
Ron Pelletier, Planning Board Representative
Melanie Levesque, Resident
Susan Adams, Resident
Tad Putney, Town Administrator
Kimberlie Randlett-Hoffman, Business Owner (Mark Allen Cabinetry)
Timothy Stetson, Intern
Valérie Maurer, Town Planner

6:10 pm - The Committee members proceeded with introduction as it was the first meeting for Tad and Kimberlie.

There was no comment on the notes from the last meeting held on July 10, 2012.

Survey and Tim Stetson's Report

Tim said that he continued visiting business owners and finalized the draft survey for the Committee to review. Members agreed on some minor modifications:

- Add answer options to the business "status"
- Delete the investment (\$) question
- Eliminate the reference to sewers and water quality
- Add input on cable/high technology
- Add space for comments/questions
- Add space to ask if they know anyone who would contemplate moving their business in Brookline
- Add question for participation to the "Welcome Packet" (*see discussion below*)

Tim said that he would have the final survey ready by next week and will email it to the Committee. The survey should be available on the Brookline website and Tim will either email or personally deliver the survey to businesses.

The Committee discussed the "Welcome packet" that Tad mentioned in a recent email. **Tad** suggested that Tim, while visiting with business owners, ask if they would be interested in participating in the packet (small fee for business card to be printed, coupons, etc.). This question could also be added to the survey. All members agreed. **Tim** said that he would incorporate it.

Old Home Days

The Committee, after discussion, decided not to set up a booth on August 18 at the Ball Park. The main reasons were not having enough time to contact potentially interested businesses, probably not enough business owners attending the event and no definite date for the upcoming business forum.

Participating at the 2013 Old Home Days will be addressed later on which will provide enough time to be prepared, possibly contact businesses owners and see if they would also participate, set up a booth for their business, etc. It will be important to work with the Recreation Committee Members who are in charge of the event.

Business Forum

The Committee originally discussed holding the forum early September which would have left too little time to get ready.

Tad pointed out that the Committee needs to set goals and objectives, have an agenda ready. Facilitators from, for example, NH Cooperative Extension, could assist us with the forum.

Melanie said that the important thing is to get input from businesses first, then schedule and prepare the forum.

Kimberlie said that the Committee needs to work on attracting new business but should also focus on helping existing business. **Ron** said that he agreed and we should focus on local existing businesses for now. **Kimberlie** said that it was difficult for local businesses to make themselves known.

Susan asked if local businesses would be allowed to advertize on Channel 13. **Tad** will check on this.

Kimberlie asked if members could communicate via email, in addition to attending meetings. Members agreed that the forum should take place around 5:00 pm on a Monday, Tuesday or Wednesday evening and should be moved to October.

Next steps, next meeting

Dana said he did not have time to contact local grocery stores but would before next meeting.

Susan said that she would contact the owner of the commercial property across the street from Bingham Lumber and see what stopped them from proceeding with the proposed development.

Susan asked Valerie to provide her with information on the property and contact person(s).

Tad will contact the New Hampshire Cooperative Extension, and/or any potential agency that could assist the Committee with the business forum.

Tim will have a complete list of properties in the commercial district as well as a list of all businesses in Brookline with contact information (phone, email, etc.) and will have a compilation of the discussions and answers to the survey he will receive from business owners for the next meeting.

The Committee thanked **Ron** for offering to host the next meeting at his facility.

Meeting adjourned at 7:15 pm

Next Meeting will be held on Tuesday August 14, 2012 at 6:00 pm at the Brookline Auction Gallery 34 Proctor Hill Road (Route 130, at the Hollis border).

Submitted by Valérie Maurer