



STATE OF NEW HAMPSHIRE  
DEPARTMENT of RESOURCES and ECONOMIC DEVELOPMENT  
**DIVISION OF ECONOMIC DEVELOPMENT**

172 Pembroke Road Concord, New Hampshire 03302-1856

**Economic Development Advisory Council (EDAC)**  
**Friday, March 11, 2016 – 9:00 am to 10:30 am**  
**Department of Resources and Economic Development**  
**172 Pembroke Rd, Concord NH**

**AGENDA**

- |  |             |
|--|-------------|
| 1. Minutes of December meeting                       | 9:00-9:05   |
| 2. Updates   | 9:05-9:20   |
| a. Neoserra  |             |
| b. Site Selection Website                            |             |
| c. CRM   |             |
| d. Strategic Plan briefings                          |             |
| 3. State Economic Development Strategy               | 9:20-9:50   |
| a. Draft Scope                                       |             |
| b. Funding   |             |
| 4. Draft Survey for Division's Strategic Plan Update | 9:50-10:20  |
| 5. Rep. Paul Henle – NH Tax Shift Plan               | 10:20-10:25 |
| 6. Public Comment                                    | 10:25       |
| 7. Adjourn   | 10:30       |

**Next meeting: Friday, June 10<sup>th</sup>, 1:00 to 2:30 pm, DRED 172 Pembroke Rd, Concord**



*Economic Development Advisory Council*  
DRAFT Meeting Minutes  
December 11, 2015, 9:00 am  
Department of Resources and Economic Development  
172 Pembroke Road, Concord, NH 03301

Attendees:

EDAC Members:

1. Representative Naida Kaen
2. Kathleen Reardon
3. Carmen Lorentz
4. Dean Christon
5. Kendall Buck
6. Judy Gove
7. Jeffrey Hayes
8. Stephen Heavener
9. Phil Ferneau
10. Philip Suter
11. David Mullen
12. Chris Hodgdon
13. Pat McDermott
14. Jayne O'Connor
15. Tim Sink
16. Sarah Smith
17. Kathy Eneguess

Members of the Public:

- Representative Paul Henle
- Mark Holden, Associated Builders and Contractors

Other:

- Patrice Myers, Division of Economic Development Staff

Welcome:

Chair Reardon called the meeting to order at 9:01 AM.

Minutes:

The minutes of the June and September meetings were unanimously approved.

Administrative Details:

Lorentz passed out the 2016 Financial Disclosure forms. The 2016 meeting schedule was discussed. Lorentz to finalize the schedule by email pending review of any conflicts with Telecommunications Advisory Board meetings.

Reardon announced that she will be resigning from the EDAC due to a change in her job. Lorentz made a motion to elect Tim Sink as the new chair for 2016. The motion was seconded and approved unanimously.

#### Updates:

Lorentz gave an overview of the 12/2/15 annual meeting and asked for comments from EDAC members who attended. A suggestion to add “first time attendee” to registration and nametags was made so that people could make an effort to engage in conversation with new people at the event. Getting more legislators to attend the event was also a topic of discussion.

Lorentz presented the *2015 Economic Review*, noting that additional metrics would be added to the division’s annual report at the beginning of the document in future years. Suggestions were made to include data on housing from NH Housing Finance Authority and to discuss ways that the information from the NH Book of Lists that is re-published in the *Economic Review* could be enhanced by partnering with Live Free and Start and the NH High Tech Council. An additional suggestion was to do research for any surveys of people who had relocated to NH asking about quality of life and reasons why they moved here.

Lorentz updated the group on the site selection website, stating that implementation will likely be April due to continued delays throughout the procurement process.

Lorentz updated the group on the procurement process for the new client relationship management (CRM) software, stating that the division is pursuing sole source procurement of Neoserra, which is the CRM that the government contracting team uses. A strategic decision was made to do procurement for the site selection website first because that is an external facing tool. Unfortunately, that meant the new CRM software was put on hold.

#### What’s next?

The group then discussed the annual process and schedule to update the division’s strategic plan. Consensus was that the EDAC would work on one or more survey instruments at the March meeting to gather information that will be used in the update process. Survey(s) will be deployed during the spring and the results reviewed at the June EDAC meeting, where potential priorities/opportunities for the division would be identified. At the September meeting, the EDAC will review the draft updated document. Significant updates to the strategic plan would occur in conjunction with the budget development process (in even years) because the strategic plan will lay out goals and resource needs that inform the division’s budget request. It was noted that finalizing the update of the plan before elections would be helpful so that the division has time to educate new legislators (and governor’s staff when applicable) before the budget process in the legislature gets underway.

The group then discussed Goal #4 in the division’s strategic plan, which is to address the need for an economic development strategy for New Hampshire. Discussion revolved around overlap with duties of State Office of Energy and Planning; the feeling that legislators/policymakers want strong goals and metrics; and general principles of the planning process. Consensus was that so much planning has been done in recent years that the primary benefit of this document

would be to pull strings together and come up with an action plan of things the state can do to foster economic development. Plans that should be incorporated/referenced in the ED planning process include: Granite State Futures, BIA Strategic Economic Development Plan, and the NH Science & Technology Plan. Lorentz will draft a scope of work for the EDAC to review.

Public Comment

There were no comments from the public attendees.

Adjourn

Chris Hodgdon moved to adjourn the meeting and Kendall Buck seconded. All were in favor. The meeting ended at 10:13.

DRAFT