

**Jaffrey Economic Development Council  
Draft Minutes 04/19/23**

**8:00 am Jaffrey Town Office**

Present: Peter Chamberlain, Chair, Larry Alvarez, Dominique Caissie, Tarah Castiglioni, Tim Gordon, Ed Merrell, Bill Schofield, Mike Shea, Kevin Chamberlain, Ex.O.

Staff: Jo Anne Carr, Director

Note no quorum for the March meeting

1. Meeting with DOT and VHB 3/23/23

Peter gave a recap of the recent meeting with representatives of VHB and the DOT called in response to the design elements the Town has presented. Specifically widening Main Street sidewalks, the bump out on the corner of North Street, the design of the roundabout center and the shared use path in front of Rite Aid. VHB/DOT had concerns with the timing of the request as it is late in the process. Town representatives indicated we had not seen the current plan set and had been asked to contribute concept plans. Kevin pointed out the budget impacts of these plan changes, and that we should prioritize elements. Tim noted that a big disconnect was in the materials and pavement markings. Dom raised concern with the optics of extensive TIFD spending, and communications should be advanced through the summer. Jo Anne noted that the contract with Toole Design includes a public information component – through visuals on site and access to a web platform.

2. Elections

By unanimous consent Peter was reelected chair and Tim a Vice Chair. Jo Anne noted that we need a Chamber representative, Peter will follow-up.

3. Meeting Schedule

Peter proposed meeting on a quarterly basis as it has been hard to achieve a quorum. Kevin suggested a bi-monthly schedule as projects are picking up momentum. It was agreed to meet on the bi-monthly schedule with June being the next meeting.

4. Goals for 2023

The Action Plan for the Master Plan chapter on Economic Development will be the guidance document for goals for the year. (attached)

5. Other Business

Concern for building maintenance and facades, how do we encourage owners to care for their properties? Revolving loan funds could be used.

The question was raised regarding the sign ordinance and moveable letters/electronic signs. Jo Anne suggested that someone make suggestions or apply for a variance for a specific use.

Again emphasis on working with downtown businesses during construction.

The suggestion of wall art came up – murals on buildings – showing some Jaffrey character. Tarah and Dom agreed to investigate opportunities.