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**MINUTES OF THE
ECONOMIC DEVELOPMENT COMMITTEE (EDC)**

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September 19, 2023

7 The Economic Development Committee held its inaugural meeting on Tuesday, September 19,
8 2023, at the Salem Town Hall, 33 Geremonty Drive, Salem, NH.

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10 **Committee Members Present:** Carla Billingham, Bianca Carlson, Rick Dobzelecki, Emily
11 Samatis, Bonnie Wright (Town Council Representative)

12
13 **Committee Members Excused:** Baoguo Wei

14
15 **Staff Present:** Crayton Brubaker, Community Development Program Manager

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17 *The meeting was called to order at 5:00 pm.*

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19 **1. Introduction of New Members – Emily Samatis and Rick Dobzelecki**

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21 Mr. Brubaker welcomed the two new members, Emily Samatis and Rick Dobzelecki. Each
22 member introduced themselves.

23
24 Emily Samatis works at NH Housing as the External Communications Coordinator. She has
25 experience with event planning and marketing. Ms. Samatis noted that NH Housing is an
26 advocate for housing, and she wanted to be involved in the Salem community through serving on
27 the Economic Development Committee.

28
29 Rick Dobzelecki worked for various businesses over his career. Mr. Dozelecki started his career
30 in finance, and then entered general management 15-20 years ago. He has experience with
31 organizational development as well.

32
33 Bonnie Wright is the Town Council representative for the Committee.

34
35 Bianca Carlson is the Planning Board representative. Ms. Carlson has real estate development
36 and project manager experience. Currently, she works for a real estate developer out of Boston.
37 She primarily works on market rate housing and some affordable housing and wants to help the
38 Salem community by connecting her experience with housing to economic development.

39
40 Carla Billingham served on the prior iteration of the Economic Development Action Committee
41 (EDAC). She spoke about connecting economic development and general development with the
42 Town's Master Plan. She has a background in human services and used to work for Salem
43 Housing.

44
45 **2. Committee Organization**

46 **a. Elect Officers**

1 The Committee consensus was to postpone electing a Chair, Vice-Chair, and Secretary until the
2 next meeting.

3
4 **b. Discussion on Call for Candidates for Vacancy**

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6 The Committee consensus was to send out another call for candidates for one additional
7 candidate who has experience from one of the four criteria of the proposed bylaws. Mr. Brubaker
8 will work with the Town Manager's office to get the call for candidates out.

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10 **3. Review of July 18, 2023 Minutes**

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12 **MOTION BY: Bonnie Wright**

13 *Move to accept the July 18, 2023 minutes with the proposed revisions as discussed (removing*
14 *word advisory from page 1 line 7).*

15 **SECOND BY: Carla Billingham**

16 **VOTE:** 2-0-3

17 **The motion fails.**

18
19 **4. Review Charge Established by Town Council**

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21 Mr. Brubaker introduced the charge and noted it is a point for discussion.

22
23 Mr. Dobzelecki highlighted the part of the mission where it discusses creation and retention of
24 jobs with wages higher than the regional average. The Committee discussed this point in
25 comparison to other items in the charge, such as establishing and maintaining local and regional
26 partnerships related to economic development.

27
28 Ms. Billingham asked about who established the charge and it was noted that the Town Council
29 established the charge. Ms. Billingham stated that she wanted to know some more specific goals
30 and what can be done to specify the charge. Ms. Carlson noted the idea of promoting
31 development and more businesses in Salem. Mr. Dobzelecki inquired about potentially going
32 back to Town Council asking for more clear criteria in the resolution / charge. Ms. Carlson stated
33 that it may be hard to quantify and difficult to implement movement of higher wages. Mr.
34 Dobzelecki expressed that the mission and goals of the charge need to be broader.

35
36 Ms. Billingham stated that in her experience with the previous EDAC, the Committee acted like
37 more of a 'think tank' of how to approach economic development issues in the Town.

38
39 The Committee discussed researching other communities' economic development bylaws and
40 charges before beginning work and potentially broadening the charge. The Committee agreed to
41 do research on what other municipalities do in terms of economic development committee
42 charges, missions, and goals.

43
44 Ms. Samatis noted that the Committee does not currently have data for salaries and wages of
45 folks in the community.

1 Ms. Billingham noted that affordable and market rate housing, workforce training, public
2 education, infrastructure, energy, childcare, and other items are all a part of economic
3 development.

4
5 Councilor Wright noted that the affordable housing situation in the area and the state should be
6 part of economic development discussions. She noted her experience as the Zoning Board chair
7 and that the Town Council can now process zoning amendments. The EDC can also look at
8 barriers to getting businesses to come to Salem.

9
10 Ms. Billingham discussed potentially speaking to the Chamber of Commerce regarding
11 economic development issues.

12
13 The Committee thoroughly discussed the role of the Economic Development Committee and the
14 potential to work collaboratively with the Master Plan Steering Committee.

15
16 If the EDC members conduct research and would like to distribute such research, items should be
17 sent to Mr. Brubaker as the EDC point of contact. From there, Mr. Brubaker can send items to
18 the whole Committee.

19
20 The Committee consensus was to table the discussion on the review the charge.

21
22 **5. Discussion of Bylaws / Revision of Previous EDAC Bylaws**

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24 The Committee briefly discussed the proposed bylaws but did not desire to make a motion to
25 approve at this time. The adoption of bylaws was tabled until a future meeting.

26
27 **6. Schedule of Future Meetings**

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29 The call for candidates will be due on Friday Oct 6th, interview(s) will be conducted on Monday,
30 October 16th with Town Council and the next Economic Development Committee will be on
31 Tuesday, October 17th.

32
33 **MOTION BY: Bianca Carlson**

34 *Move to adjourn at 6:32 pm.*

35 **SECOND BY: Bonnie Wright**

36 **VOTE: 5-0**

37 **The motion passed unanimously.**

38
39 **ADJOURNMENT AT 6:32 pm.**

40
41 Notes/minutes taken by: Crayton Brubaker

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43 Approved: _____

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45 Date: _____