**Northwood Economic Development Committee**

**Meeting Minutes**

**April 4, 2018**

**7:00 p.m**.

**Call to Order and Attendance**

Hal Kreider called the meeting to order at 7:00pm. Present: Hal Kreider, Rich Bojko, Elaine St Jean and Judy Burke. Linda Smith attended for conversation on signage.

**Public Comment**

None

**Minutes**

Motion was made to accept the January 3, 2018 minutes by Rich Bojko and Elain St Jean seconded. Motion passed. There was no meeting in February or March 2018.

All past minutes will be put on a thumb drive and new minutes will be forwarded to Dee Fritz at the town offices.

**ONGOING BUSINESS**

**Town Website**

There has been an issue with the monthly EDC meeting being on the calendar. Tonight’s meeting was not there and it used to be automatic. Hal is working with Town Administrator on this problem.

**Business Directory**

There are several new businesses in town and the website directory needs to be reviewed and updated. With new staffing in the town hall a review of procedures is needed. The one important procedure is when a new business is going thru the planning process that they are aware of the form to be added to the town business directory.

**TIF**

A new business prospect has been contacted and 1 landowner is interested at this time. A second target property outside the TIF will be contacted for the business prospect. A letter will be drafted to list the positive aspects of Northwood’s location and demographics. Hal reminded us all of the monthly CIBOR meeting at Pease and the Durham Real Estate meeting at Durham town hall. The NEDC is an associate member at this time.

**Business Signage**

Linda Smith came into the meeting to discuss signs. The curb appeal of Northwood businesses was discussed and how the bad economy has taken its toll on the businesses and their ability to keep up appearances. Elaine brought pictures to the meeting and we talked about the need for a campaign to cheer businesses on to fix up their signs. Linda gave an in depth timeline of signage history in Northwood and the concern over regulation of signs that was encountered in past years. We talked about a slogan and mailing to businesses.

**New Business**

**EDC Meetings**

Hal brought up his frustration with the Northwood website and lack of support to our projects. It was agreed that we have been unable to get a good functioning Economic Development page on the website after many years of asking for a web page that will help local businesses and draw more development to the town. Due to staff changes Hal suggested that we take the summer off and meet again in the fall. We all agreed that a break is needed for us to recharge.

**Tasks**

Hal will work on TIF letter for Northwood attributes.

Linda Smith will go over the Business Directory with town hall staff who had previously been working on it.

Linda and & Elaine will work on a sign campaign slogan.

**ADJOURNMENT**

The meeting was adjourned at 9:05pm. Rich Bojko motioned to adjourn and Hal Kreider seconded. Motion passed.

Respectfully Submitted

Judy Burke