

**MEETING MINUTES OF THE PORTSMOUTH  
ECONOMIC DEVELOPMENT COMMISSION (EDC)  
Held at Great Bay Community College, Pease Tradeport  
November 4, 2022      7:30 AM**

**Members Present:** Philip Cohen; Chair, Alan Gold; Vice-Chair, Bob Marchewka Tom Watson, Andrew Ward, , Sarah Lachance, Ben VanCamp

**Absent:** Everett Eaton, Jacob Lehoux, Anne Weidman, City Councilor; Vince Lombardi, Assistant Mayor; JoAnna Kelley

**City Staff:** City Manager; Karen Conard, Asst. City Manager for Economic Development; Sean Clancy

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*Vice Chair Gold* called the meeting to order at 7:40 AM

*Vice Chair Gold* invited *Dr. Cheryl Lesser, President of Great bay Community college* to welcome the EDC to campus. Welcome was extended.

Minutes - Approval of draft meeting minutes of October 7, 2022 – Motion made by *Commissioner Lachance* seconded by *Commissioner Marchewka*. Motion to approve amended minutes passed unanimously.

Working Group Updates:

*Business Retention and Expansion Survey* – *Sean Clancy* advised that the BR&E Survey closed on Monday October 24<sup>th</sup>. We captured an 8% response rate which was in a viable and acceptable range per the UNH Survey Center. The BR& E working group will schedule a meeting to review the draft results and propose next steps to the full EDC.

*Land Use Committee (LUC) Liaison* – no update. The EDC will consider new representation (at the request of *Commissioner Lachance*) and a new focus on this evolving issue going forward.

New/Other Business:

- *Commissioner Lachance* suggested that the EDC request a Legislative update from City Legal department (January 2023 meeting)
- *Chamber President Ben Van Camp* updated the EDC on the following:
  - New businesses are moving into empty locations in the downtown area.
  - The Chamber has hired a new Tourism director (filling an open staff position)
  - The State Tourism office is partnering with the Business and Economic Affairs office on a new joint initiative (more information will be forthcoming)

City Council Update:

- *City Manager Karen Conard* provided an update on the McIntyre building process.
- *Commissioner Marchewka* recommended that the EDC be prepared to engage with the McIntyre development process once the property transfers to city ownership

Workforce Development Presentation:

Lynn Szymanski, Director of Workforce Development at Great Bay Community College shared initiatives and capabilities available through the Community College System of NH including Apprenticeship Grants, Digital Credentials (badging), and industry specific skills training to support Seacoast employers and employees

*Chair Cohen* advised the group that the December meeting will allow for discussion on what to focus the EDC's efforts on in calendar year 2023. *Commissioner Marchewka* suggested planning a retreat to address strategic goals.

Next Meeting Schedule for December 2, 2022

Adjourn

Motion to adjourn made by *Commissioner Marchewka*, seconded by *Commissioner Watson*.  
Motion passed unanimously.

Respectfully submitted,  
Sean Clancy  
Assistant City Manager for Economic Development