

**Economic Development Committee
Meeting Minutes
Draft-7-21-2020**

Members or alternates present: BOS liaison Linda Murray, Bill Petersen, Carrie Duran, Robyn Masteller, Steve Durgan, Mary DeVries, and Kathy Eaton

Members or alternates absent: BOS alternate Dave Bowers, Kathy Tetreault, and Craig Gemmell, Dave Maher

Staff present: Director of Planning and Development, Matt Sullivan and Recording Secretary, Amelia Capone-Muccio.

1. **Call to order:** Chair Kathy Eaton called the meeting to order at 8:01AM as required for a virtual meeting she read the following:

Due to the COVID-19/Coronavirus crisis and in accordance with Governor Sununu's Emergency Order #12 pursuant to Executive Order #2020-04, this Committee is authorized to meet electronically.

Please note that there is no physical location to observe and listen contemporaneously to this meeting, which was authorized pursuant to the Governor's Emergency Order. However, in accordance with the Emergency Order, this is to confirm that we are:

- a) *Providing public access to the meeting by telephone, with additional access possibilities by video or other electronic means;*

*We are utilizing the GoToMeeting platform for this electronic meeting. All members of the Committee have the ability to communicate contemporaneously during this meeting through the GoToMeeting platform, and the public has access to contemporaneously listen and, if necessary, participate in this meeting through **dialing the following phone #+1 (646) 749-3112, then enter the access code: 870-687-373, or by video following the directions on the Town of Wolfeboro Website posted on the home page under the Virtual Town Meeting Login Information page.***

- b) *Providing public notice of the necessary information for accessing the meeting;*

We previously gave notice to the public of how to access the meeting using GoToMeeting, and instructions are provided on the Town of Wolfeboro website at wolfeboronh.us on the Virtual Town Meeting Login Information page.

- c) *Providing a mechanism for the public to alert the public body during the meeting if there are problems with access;*

If anybody has a problem accessing the meeting via phone or computer, please immediately call 603-391-8489 OR email planningdirector@wolfeboronh.us

- a) *Adjourning the meeting if the public is unable to access the meeting.*

In the event that the public is unable to access the meeting, we will adjourn the meeting and have it rescheduled at that time. Please note that all votes that are taken during this meeting shall be done by Roll Call vote.

e) Meeting Notes

Members of the Committee will be unmuted for the entirety of the meeting. Members of the public will be muted for the meeting with the exception of public comment portions or public hearings.

I'd like to start the meeting with a Roll Call attendance. When each member states their presence, also please state whether there is anyone in the room with you during this meeting, which is required under the Right-to-Know law.

2. Consideration of Minutes: 5/19/2020

K. Eaton amended page two under Re-organization of EDC.

It was moved by Bill Petersen and seconded by Linda Murray to approve the minutes of May 19, 2020 as amended. Members voted, Steve Durgan-abstain. Bill Petersen-yes, Carrie Duran-yes, Robyn Masteller-yes, Mary DeVries-yes, Kathy Eaton-yes and Linda Murray-yes, the motion passed.

Consideration of Minutes: 6/16/2020

It was moved by Linda Murray and seconded by Bill Petersen to approve the minutes of June 16, 2020 as submitted. Members voted, Steve Durgan-abstain. Bill Petersen-yes, Carrie Duran-yes, Robyn Masteller-yes, Mary DeVries-yes, Kathy Eaton-yes and Linda Murray-yes, the motion passed.

3. Old Business

a. EDC Master Plan Priorities

K. Eaton stated that she provided the summary list of master plan priorities from the last meeting. She read them and suggested that the committee members discuss the reasoning for their priorities in advance of the August meeting.

1.3 Update Doing Business in Wolfeboro

L. Murray stated that she chose this one because it is important to support the businesses and anything they can do to get more support to the business is good.

1.8 Improve Partnerships

R. Masteller stated that much of what the Committee focuses on is business and the Committee should speak to the stakeholders that they don't always hear from.

1.9 Support Museums

C. Duran stated she has a hospitality background and feels in Wolfeboro it is important to support these historical and cultural sites.

B. Petersen stated he feels it is an important amenity that we have not addressed directly.

3.8 Track Downtown Businesses

L. Murray stated she feels it is important to find out why a downtown business turns over.

C. Duran questioned if when a business leaves is there any follow up or exit interview.

M. Sullivan replied that Town staff do not currently do that.

M. DeVries noted that Chamber of Commerce tracks this for their member businesses.

4.1 Conference Center

K. Eaton stated she feels it is important to have year round economic stability in Wolfeboro and this could be supported by a conference center.

4.2 Lodging

B. Petersen stated he feels Wolfeboro needs diverse lodging and also needs to be able to accommodate large groups such as corporate events and retreats.

5.1 Small Group Collaboration

B. Petersen stated that this is tied to the changing workforce and will continue to change with technology and we need to be open to collaborative work endeavors.

6.1 Training/Trade Skills

R. Masteller stated that High School has a Tech program at the school and it is amazing. Not every student wants to be a Doctor or Lawyer, and being open to collaborating with the Tech School is something she'd like to see.

K. Eaton noted this was a priority for 3 Committee members.

7.4 Filter Bed Road 7.7 Bay Street 7.9 Wolfeboro Falls

M. DeVries stated that these were on her list along with the expansion of the Town Docks. She stated these areas had been previously discussed as areas to develop and expand the pedestrian walkway, but were for some reason tabled. She stated it is a common area they get asked to expand the pedestrian walkway.

5.2 Foster Broadband

L. Murray stated the Town currently has applied to expand the broadband including applying for a grant and noted that one of the Town's Selectmen is a representative to the Carroll County Broadband Committee as well.

3.6 Expand Town Docks

M. DeVries stated she feels this will bring more money into the community.

K. Eaton stated that she was at the docks on Sunday and it is amazing to see how many boats are there and there is a need for more dock space.

L. Murray stated there is an asset management plan for the docks and it will be done in a phased approach with the first and second phase being repairs and later phase being the expansion.

M. Sullivan stated that they are confident they will receive grant funds to make the repairs and that the phased approach was to limit the funding requests each year.

M. DeVries questioned if the Dock Committee is still active.

M. Sullivan replied that it is and that it met last summer (2019). At that meeting, the committee made it clear that its focus was the expansion vs. repairs.

S. Durgan expressed his concerns that the Committee was sabotaged and that there was clear interest in expanding the docks and that is what the committee was formed to do.

R. Masteller suggested that the minutes of that committee be forwarded to them to read and understand the history to get a clear idea of what the goal is.

L. Murray suggested they also get a copy of the Tighe & Bond report as well to get clarity on the phases.

K. Eaton suggested they put this as an agenda topic for the next meeting since there seems to be some strong frustration surrounding the topic. It would be helpful to have the documentation to have an informed discussion. She subsequently asked about whether the affordable workforce housing is a priority in the Master Plan.

M. Sullivan replied that it is in the Housing chapters as recommendations 1.2, 1.3, and 2.3.

C. Duran noted that affordable housing is a topic often discussed on social media. She stated that there is not much affordable housing available. She asked whether the Town could track affordable housing availability.

M. Sullivan replied it would be very challenging to track that information.

C. Duran stated that she would also like to see an expansion of bike use on major roads.

M. Sullivan stated it has been discussed and they are working on such expansion, some roads are more difficult than others to expand this option to due to right-of-way and safety constraints. He noted that the Wolfeboro Singletrack group is looking to expand some trails in the area and are looking at funding to do that.

C. Duran stated the Lakes Region Community Developers, who operate Harriman Hill, have an undeveloped path and expressed interest in developing that path with help from NH Nature Conservatory who expressed interest in helping with this project.

M. Sullivan replied that he would be happy to discuss that path with her further.

S. Duran stated with regards to the difficulties with the online meeting, could they possible start meeting in person.

L. Murray replied they could discuss that but noted they should leave the virtual option as well for folks who do not wish to meet person.

K. Eaton suggested holding the meeting outdoors at the next Nick next month.

L. Murray replied she is fine with that they just need to be sure they have the ability to have online available for those who prefer online.

5. Other Business

Chair K. Eaton's connection to GoToMeeting became intermittent so V-Chair B. Peterson chaired the remainder of the meeting.

a. Social Media

M. Sullivan stated Ms. Duran requested access to the Town's Facebook page for posting purposes. He stated the current page only has two employees with access to it and it is not an overly active page. He stated he felt the EDC should have a discussion about it since maybe they would like to have an EDC-specific page.

C. Duran added that she is familiar with Facebook pages and currently manages two others. She stated the page would be for posting purposes and sharing information, not a page for a lot of commentary.

K. Eaton noted that is has been suggested by both the Board of Selectmen and the Budget Committee for the EDC to actively promote Wolfeboro on social media. She agreed they could discuss and set up some guidelines to move forward.

B. Petersen noted that The Moose NH social media page is a great example of the power of Social Media, they have over 5,000 follows and it is mostly just images.

L. Murray agreed that is exactly what the Board and Budget Committee emphasized during the budget process in 2019. She noted that Last Night Wolfeboro has its own page, curated by the Special Events Committee.

C. Duran and M Sullivan agreed to draft EDC Social Media Guidelines for consideration at the next meeting.

b. EDC Membership

K. Eaton stated Craig Gemmell from Brewster is not able to serve on this committee due to his other duties and very busy schedule. Liz Baker-McLane also from Brewster is willing to take his seat and represent Brewster Academy. She stated that another request to serve has been received by Mike

Hodder, who will fill an open alternate position. She questioned if they could make a recommendation to the Board to appoint Ms. Baker-McLane to replace Mr. Gemmell.

L. Murray replied that she does not see a problem with that.

It was moved by Kathy Eaton and seconded by Carrie Duran to recommend that the Board of Selectmen appoint Liz Baker-McLane of Brewster Academy to replace Craig Gemmell. Members voted, Steve Durgan-abstain. Bill Petersen-yes, Carrie Duran-yes, Robyn Masteller-yes, Mary DeVries-yes, Kathy Eaton-yes and Linda Murray-abstain, the motion passed.

Next Meeting August 18, 2020 8:00 AM

Being no further business before the Committee, Chairman Eaton asked for a motion to adjourn.

It was moved by Linda Murray and seconded by Robyn Masteller to adjourn. Being all in favor, the motion passed.

The meeting adjourned at 9:21 AM.

Respectfully submitted,
Amelia Capone Muccio