

Wolfeboro Economic Development Committee

Tuesday, October 18, 2016, 8 a.m.

Town Hall Annex Meeting Room

Meeting Minutes – [Approved](#)

Members present: Chair Kathy Eaton, Denise Roy-Palmer, Cindy Patten, Dr. Craig Gemmell, Mike Roush, Alan Harding, Steve Durgan, Steve Johnson, Jeff McGuinness, and Board of Selectman/EDC Liaison Alternate Linda Murray

Members/staff absent: Board of Selectmen/EDC Liaison Dave Bowers, Lisa Lutts

Staff present: Town Manager Dave Owen, Recording Secretary Larissa Mulkern

Call to order: Chair Eaton called the meeting to order at 8 a.m.

Approval of Minutes: A motion to approve the minutes of the September 20 meeting as amended was made by Mr. Gemmell, seconded by Mrs. Murray. Members voted and the motion passed.

1. New Business:

- a. **Budget Hearing for 2017 EDC budget:** Chair Eaton had a chance to review the budget prior to the meeting. One adjustment was made, an item under ‘Advertising’ – the \$479.23 used for the BR&E final meeting at Wolfeboro Inn, was moved to ‘Travel & Meetings.’ \$3,898.50 was expended out of total budget of \$5,000; \$500 is for Fisherville. Chair Eaton asked if the \$646, expended in December 2015, for the January/February 2016 *Yankee Magazine* issue, came out of the 2015 budget. Mr. Owen was not sure and said the 2015 budget has been closed and audited. Chair Eaton said they would expend \$720 this year for ad in January/February *Yankee Magazine* edition – and to make sure that expense comes out of the EDC’s 2016 budget. She invited members to join her for the Board of Selectmen’s budget review on October 19.
- b. **Recap of Joint Planning Board/EDC meeting on Sept. 2:** Chair Eaton said the meeting went extremely well with a good exchange. A number of members attended. We came away with the feeling, at one point taking out 50-room limit for hotels, and a consensus not to limit the number of rooms. Other two things: allow hotels in Bay Street/Wolfeboro Falls area, will propose an ordinance to go on town warrant. And will remove the number of rooms a hotel will have, with understanding that all the other regulations like height restrictions, etc., will be built in the character we want it in town. We also talked about finding ways to ease up on grandfathered restrictions, which can be hobbling. She spoke with Dave Peterson at The Lake Hotel who told her he would like to connect his units, which would require an elevator and thus take away allowable square footage that he can use for rooms or amenities. Chair Eaton said there ought to be a way to get around that. Also, she spoke with him about the bus tour operators who look for accommodations with 24 units; the Lake Hotel has 42, double-doubles, but not that many on the first floor. The senior citizens on the tours prefer elevators to the

second floor. This is an example of clear-cut situation that can be discussed with the Planning Board and EDC. Ms. Roy-Palmer added that the two groups – the EDC and the Planning Board – need to meet on a more regular basis. Chair Eaton said she has been on the EDC for five years and this was the first joint meeting with the Planning Board. Ms. Patten attends the meetings. Dr. Gemmell asked if there was a way to communicate zoning changes to the business entities. Members replied that change would have to be approved by the voters first. The Planning Board has to vote on the change and if it passes, puts it on the warrant. There would be public hearings. The EDC could participate in that process and educate the public. Chair Eaton said it is part of the EDC's job to get those communication vehicles. Another important point is that what our businesses here need is a workforce. Our existing businesses can grow jobs and have jobs for people, but if we don't have the workforce that will present a barrier to economic development, added the Chair. Other comments included the need for more participation and bob houses for Fisherville, including one for the Town of Wolfeboro and Brewster Academy. Mrs. Murray said Fisherville project is struggling and in need of more volunteers. Members will look into a group advertising opportunity for Fisherville.

EDC Recommendations to the Planning Board regarding Lodging Ordinances

The Committee sent the following memo to the Planning Board:

Wolfeboro EDC Recommendations to Wolfeboro Planning Board

RE: Lodging Ordinances in Wolfeboro

September 20, 2016

The Wolfeboro EDC Mission, (attached in entirety) in part is to:

“Collaborate with the Board of Selectmen, Planning Board, other Town committees and the Wolfeboro Area Chamber of Commerce to ensure that the economic impact of ordinances and decisions are properly considered,” and “Identify and take appropriate actions or cause other town entities, both public and private, to take actions that will provide economic benefit to our citizens, existing businesses and new businesses that may be attracted to our Town,”

In keeping with its mission, the EDC recommends that the Town ordinances be amended to delete any reference to the number of rooms and /or beds a lodging establishment is allowed.

We also recommend that the Planning Board review the current zoning ordinances as they apply to lodging establishments to be sure they do not discourage lodging improvements that would be beneficial to the town's economy.

We make these recommendations with the understanding that it is our responsibility to bring to your attention, as well as the Board of Selectmen, “barriers and opportunities to enhance the economic growth or our community” (mission statement.)

Respectfully,

Wolfeboro Economic Development Committee

- c. **Business Updates:** Ms. Roy-Palmer said the New Hampshire Economic Developers Association quarterly meeting on November 4th at 8:30 a.m. at the Abenaki Lodge will include a panel discussion in the morning on the works of the Business Retention & Expansion Program in Wolfeboro. The High School's culinary program will present a luncheon, with a tour of Wolfeboro on Molly the Trolley following. La Boca Bakery and Seven Sun Teas will provide breakfast. Committee members are invited to attend. Roy-Palmer will send out an agenda and members can RSVP. Approximately 50 individuals from across the state attend these meetings. The panel discussion will include several town officials. **In other updates:** Ms. Patten said she had received phone inquiries into the Yum Yum Shop downtown as a potential location for a new business. One call was from a woman with a hairdresser shop. Chair Eaton said the Wolfe Den business with a contact of Jim York is up for sale. GI Plastek has filled almost all of its vacancies.
- d. **Updated Community Profile:** Mr. Owen previously distributed copies of the Community Profile prepared by the New Hampshire Department of Employment Security as prepared by the Town Manager. The information includes the 10 largest employers. Mr. Owen stated that GI Plastek reported 114 employees and are now up to 138 workers. Mrs. Eaton asked members to review the profile and forward updates to Mr. Owen. Mr. Roush noted the school enrollment figures will need updating as well and Ms. Patten noted that Middleton should be added to the list of towns served by the school district.

2. Old Business:

- a. Town website update: Mr. Owen said information on the 93 businesses that participated in the BR&E survey is ready to upload upon approval. Ms. Roy-Palmer said once businesses are added, they receive an email enabling them to add a logo or brief paragraph to their listing. Mr. Durgan suggested the application should be listed under 'forms' on the town website.
- b. Economic Development Chapter of the Town's new Master Plan: Mr. Owen distributed the framework for the EDC chapter of the new master plan; he suggested members review and mark up the document. Ms. Patten suggested devoting an entire meeting to this topic next month. Ms. Eaton said this was an important responsibility and that the EDC plays a key role.

3. Other Business:

- a. **Motion: Yankee Magazine Advertising. Ms. Patten made a motion to approve up to \$720 from the 2016 budget for the Jan/Feb ad in Yankee Magazine. Ms. Roy-Palmer seconded the motion. Members voted and all approved.**

4. Town Manager/Selectmen's Representative Report:

- a. Mr. Owen said the Town formed a Town Docks Committee, which has met twice. An early recommendation is to improve the boat ramps at the Dockside. Mr. Ford will look

into the scope of work. The Center Street road improvement project has been delayed due to high bids. The project will be re-submitted for bids spring 2017. The project will be timed as to not interfere with next summer traffic. The opening for a seasonal director of the Libby Museum has been posted, with at least one local person interested. Officials are focusing on filing the Town Planner position. Mr. Owen added that no sidewalk improvements are scheduled for 2017. Mrs. Murray said they are looking into setting up a capital reserve account for public docks. The Board of Selectmen's review of department budgets should be completed by the end of next week.

5. **Adjournment:** A motion to adjourn was made by Mr. Durgan and seconded by Mrs. Murray, voted on and passed at 9:12 a.m.

Respectfully submitted:
Larissa Mulkern
Recording Secretary