

**Economic Development Committee
Meeting Minutes
DRAFT- October 17, 2017**

Members or alternates present: Chairman Kathy Eaton, Mary DeVries, Cindy Patten, BOS liaison alternate Linda Murray, Steve Durgin, Jim O'Donnell, Alan Harding, Bill Petersen, and Mike Roush.

Members or alternates absent: Dr. Craig Gemmell, Lisa Lutts, Peter Cooke, Dave Bowers and Denise Roy-Palmer.

Staff present: Town Manager David Owen, Director of Planning and Development Matt Sullivan and Recording Secretary Amelia Capone-Muccio

Guests: N/A

1. **Call to order:** Chairman Eaton called the meeting to order at 8:00 AM. Noted a quorum was present. She appointed alternates to sit for absent members.

2. **Consideration of Minutes: 9/19/17**

L Murray amended the first page, second to the last paragraph, to provide more clarity on the location of the project.

It was moved by Cindy Patten and seconded by Mary DeVries to approve the minutes of September 19, 2017 as amended. Mike Roush abstained, all others in favor, the motion passed.

3. **Consideration of Minutes: 5/16/17**

S Durgin amended page three, item c, the last paragraph to read "Mr. Durgin suggested holding a job fair in town and noted he felt the meeting did not serve our purpose and didn't result in overturning the cap of the 50 room limit on hotels, which is an important part of economic growth. He stated he didn't think it was a good meeting. Mr. "

It was moved by Steve Durgin and seconded by Jim O'Donnell to approve the minutes of May 16, 2017 as amended. Cindy Patten, Alan Harding and Bill Petersen abstained, all others in favor, the motion passed.

4. **Review Mission Statement of EDC**

M Sullivan stated he has sent out a revised version of the Mission Statement and would incorporate any input from members to create a draft to review at the next meeting.

L Murray stated she believes the Mission Statement was created by the Committee in 2010 as a result of hiring a firm to do a Master Plan and once Phase one of that was completed the Committee decided not to use that information and did not contract the firm to complete phase two, leading to a Mission Statement being drafted by the Committee.

M Sullivan stated he would provide further information to the Committee via e-mail with plans to have a draft to review at the next meeting.

5. Headwaters Demographic Report

M Sullivan stated he sent this document out via e-mail for the Committee to review before the EDC section of the Master Plan is updated.

L Murray noted she skimmed the document and noted that some of the information in this document is not reliable information.

M Sullivan replied that the charts in the report provide a clear picture.

Chairman Eaton stated that it seems it is information they should review.

S Durgin stated he did review the document and it shows the extreme decline in the 25-40 age range, which has been shown in other data collection and that this information is extremely concerning and they really need to focus on addressing that decline.

D Owen stated that the Superintendent of Schools indicated that enrollment is up this year.

C Patten noted the decline in that age group is not unique to Wolfeboro, but the State in general and Maine.

M Sullivan agreed it is the same for most all rural sections of the North East.

L Murray agreed they need to attract young families back to the community.

6. Business List Update

Chairman Eaton stated that John Sandeen from the Library Board of Trustees has requested a list to do a mailing regarding the Library expansion and although they have had a list in the past the list needs to be updated.

L Murray stated the Committee should push for businesses to register on the Town website.

S Durgin noted that registration process is not user friendly.

Chairman Eaton stated that the Town will be transitioning to a new Town Manager and the Committee needs to discuss the need for someone with EDC knowledge or suggest any new Town Manager candidates have some Economic Development background.

L Murray stated that both the Town Planner and Town Manager were hired with that skillset and if this Committee has that as a goal for the new Town Manager, it would be good for the Board of Selectmen to know that when considering the new candidate. She stated at this point MRI has been contracted to assist in the search for a new Town Manager who will forward the six semifinalists to the Town for consideration. She explained as done in the last search there will be a citizen's/employee panel to review the candidates.

**Secretary's note, Cindy Patten was excused from the meeting.*

7. LRTA Annual Event

D Owen provided the Committee with information on the annual event being held at Hart's Turkey Farm on November 7th from 4:30-8 PM and if any members wish to attend to let him know.

8. Other Business

M Sullivan noted that there are three items drafted by Rob Houseman that should be reviewed and adopted by the Committee. They are the Draft Economic Development Plan, Status of Mission Statement update, and Joint Meetings with the Planning Board. He also noted that the Planning Board has discussed having the EDC come to a meeting to have discussions on topics and feel that such meeting should be separate from their regular meetings and address specific topics.

L Murray agreed the first topic they should discuss is the proposed Zoning changes.

A Harding noted they should know the Mission Statement of the Planning Board.

M Sullivan noted they don't have a mission statement per se but have three guiding principles of the state statute and he will forward those to the Committee. He noted the draft review of zoning changes is November 7th and November 21st is the discussion of architectural standards and sign ordinance, he suggested November 14th as a meeting date to discuss with the Planning Board and questioned what topic should be discussed.

L Murray noted that the new bank is an example of a setback that needs review.

Chairman Eaton noted work force housing is another topic noting that there is a lack of affordable housing available and that she just attended a Board of Selectmen's meeting where the Welfare Director has a decrease in the budget and partly due to lack of available affordable housing in Wolfeboro and families are moving elsewhere.

A Harding also noted he would like to discuss the properties the Town currently owns and what could be done with them.

M DeVries noted the Chamber Social this month will be held at West Lake restaurant on Center Street from 5-7 PM.

9. Town Manager's Report

Mr. Owen reported the following:

- The CIP report will be forwarded to the Planning Board for approval this week and then to the Board of Selectmen.
- There was a proposed 4.5% increase in Water/Sewer rates and the Board of Selectmen decided to increase the rates 2.0% and offset the remaining 2.5 % by proposing a Water Article for \$31,000 in hydrant fees previously removed from the budget used to offset the cost to the rate payers for the fire protection system downtown.

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

It was moved by S Durgin and seconded by A Harding to adjourn.

The meeting adjourned at 9:24 AM.

Respectfully submitted,
Amelia Capone Muccio