**Economic Development Committee**

**Meeting Minutes**

**1-19-2021 APPROVED**

**Members or alternates present:**   
Chairman Kathy Fairman Eaton (member), BOS liaison Linda Murray (member), Bill Petersen (member), Liz Baker McClain (member), Kathy Tetreault (member), Carrie Duran (member), Dave Maher (member), Robyn Masteller (member), Mike Hodder (alternate)

**Members or alternates absent:**   
BOS alternate Dave Bowers, Mary DeVries (alternate), and Steve Durgan (member)

**Staff present:**   
Tavis Austin, Wolfeboro Director of Planning and Secretary Christine Metcalfe Doherty, Recording Secretary

**Guests:** N/A

1. **Call to order:** Chair Kathy Fairman called the meeting to order at 8:00 AM

She read the attached script for the remote portion of the meeting. (See attached)

Roll Call for members present. Kathy Tetreault, present. Robyn Masteller present at home. Linda Murray present alone and in my home. Mike Hodder present and at home. Liz Baker McClain present at home. Carrie Duran present in the car. Dave Maher present. Bill Petersen present in his office. Kathy Fairman present at home.

1. **Consideration of 12/15/2020 Minutes**

Changes:

#4 downtown business survey, missing a W there

#7 last night – second sentence, Emergency Operation Committee (EOC)

#7 last sentence “for” the EDC not “from” the EDC – changes to the budget fix this

It was moved by Bill Petersenand seconded by Mike Hodder to approve the minutes of December 15, 2021 as amended. Members voted, Linda Murray-yes. Bill Petersen-yes, Liz Baker McClain-yes, Kathy Tetreault-yes, Carrie Duran-yes, Dave Maher-yes, Robyn Masteller-yes, Kathy Fairman-yes and Mike Hodder-yes, the motion passed unanimously.

1. **Dock Expansion Update — Dave Maher, Linda Murray**

Ms. Murray: There are two warrant articles for town docks. Article 9 is the recreational dock repairs, all finger docks BCDFG. It is a bond issue. A is being repaired from the warrant article of 2020. Second warrant article for expansion docks BCD&E is a cash article. We decided to separate it into 2 warrant articles.

Ms. Masteller: What is the cost of the expansion?

Ms. Murray: $300k, the amount is based on bids. Expansion is contingent upon Article 9.

1. **Business Survey Committee — Robyn Masteller**

Ms. Masteller: We have come up with a survey. Did everyone get a chance to look at the survey, cover letter and news release? Any questions? Will Mary DeVries make a link that would go to the EDC page to view these items?

Ms. Fairman: We will follow up with Mary to see if that is possible.

Ms. Masteller: Survey mailing to businesses and we will be able to use this for more than just the dock expansion. Trying to give town people more information so the repairs will go through.

Ms. Fairman: Ms. Murray got back to me with some changes we need to make on the news release and cover letter. There are parameters in place as to what we can do pertaining to soliciting votes.

Ms. Murray: The town comm board cannot tell the voters how to vote. I believe we can ask them to support but we need to get clarity on that. Few changes but I will bring this before the Board of Selectmen at Wednesday night’s meeting.

Mr. Hodder: I presume we will get a final version of this document and cover letter for review before we present this letter to the voters?

Ms. Fairman: Hoping to vote on changes today so if they are approved or amended by the selectmen so we do not need to have a special meeting.

Mr. Hodder: I don’t think it’s safe for this committee to approve without readingagain. We need to look at the document the EDC is supporting and approve it formally before it goes out.

Ms. Murray: I think we do need to call a special meeting to approve this.

Ms. Fairman: There were some other edits on the cover letter.

Ms. Murray: The second paragraph has to be removed. In the fourth paragraph the EDC supports the project as approved by the Board of Selectmen should be stated. Or something to that nature. We are supporting the Board of Selectmen recommending the warrant articles for the docks.

Mr. Hodder: Just to be sure, the cover letter as well as the press release will both be subject to review and approval at a special meeting of the EDC correct?

Ms. Fairman: That is correct. As a member/individual of the EDC you can always speak out on your opinion and speak out at the deliberative session.

Mr. Hodder: You can speak out as an individual but not as an EDC member.

Ms. Murray: I will check on that. One person cannot make a decision for the whole group. We need to just get an attorney’s advice on this.

Mr. Austin: My gut is telling me Mr. Hodder is appropriate in that he can say the opinion is from him and not as a member of the EDC.

Ms. Fairman: Just for clarification, the EDC supports the project, is that ok to say?

Mr. Austin: If you say the EDC believes it will be good for Wolfeboro businesses.

Ms. Masteller: In the essence of time, does anyone have any specific thoughts on what they would like us to change on these three forms?

Ms. Fairman: News release, any changes there?

Ms. Murray: I will take these documents to the BOS meeting Wednesday to get a general consensus if there are any issues with the verbiage and forms. If they don’t have an issue, they will get a final draft once we finish it.

Mr. Hodder: Are you going to be pushing for a vote for the final document this morning? And when Linda presents this to the Selectmen will she be asking for a legal opinion.

Ms. Murray: I will present it but a legal opinion has already been asked for.

Ms. Tetreault: Looking at whether we are voicing opinions or stating information, next to the last paragraph says we want this info, maybe make more neutral. This statement as it stands, shows a bias.

Mr. Hodder: I think it’s being rushed and not following proper procedure.

Ms. Fairman: Ms. Murray will take this to the selectmen and the town attorney and then the EDC will have a special meeting to look it over it again.

Mr. Hodder: With this procedure, I would not object.

Ms. Tetreault: Will you be sharing the changes we made today with the town attorney?

Ms. Murray: I will take the original, plus the changes to the Selectmen. And if they want the attorney to look at it again then we will do that.   
Mr. Hodder: Would it be a good idea to say it was recommended by the Master Plan?

Ms. Fairman: Yes that would be very helpful

1. **Project Committee #1 — Kathy Tetreault**

Ms. Tetreault: Since our last meeting, we have discussed some changes that need to be made and shared it with the Chamber for further discussion. I’m not sure what the outcome of the discussion is but I am waiting to hear from Mary DeVries.

Mary, Robyn and I have included Cindy Melanson on our discussion for the Guide to Doing Business in Wolfeboro.

1. **Project Committee #2 — Liz Baker McClain**

Ms. Baker McClain: Linda, Carrie and I met last week. Great discussion on our 2 charges. One is interacting with the bigger businesses in Wolfeboro. The second is locating and tracking commercial real estate. We are meeting again on Thursday.

1. **Selectmen’s Report — Linda Murray**

Ms. Murray: The Board of Selectmen will do their presentation of the warrant articles taping today. We have about 30 warrant articles. We have used a significant amount of the unassigned fund balance (the excess revenue in unspent expenses in prior years). We used about $1.2 million of that. Leaves us with about $2.7 million. A wedding permit procedure was approved. Lowered the number for Cate Park to 50, no chairs or large equipment. Still leaves park open to the public. At the Libby Museum, only 10 guests. Both locations will specify there is not adequate parking. Abenaki ski area has tried to open up. Working hard to get the base built back up.

Ms. Fairman: What about the Clark House for weddings?

Ms. Murray: It is run by the Historical Society so they would have to support that. They would have to go to the Board of Selectmen if they are in favor.

1. **Town Planner Report – Tavis Austin**

Mr. Austin: Planning Board is bringing 5 specific articles to the voters, two of which may be of interest to businesses. One would make the current voluntary guidelines for theme and façade of commercial buildings mandatory. The other is a rather deep overhaul of the parking regulations. Right now businesses in the downtown core have to show they are providing parking but they can use nearby parking spaces that they don’t necessarily own. With the proposed change this ordinance would expand into Wolfeboro Falls.

Robyn Masteller left the meeting shortly before 9:00 am.

1. **Other Business**

N/A

1. **Next Meeting February 16, 2021 8:00 AM**

Ms. Fairman: We will be having a special meeting after we hear back from the Board of Selectmen.

Mr. Austin: Deliberative session is on February 2nd, special meeting should be before then.

Ms. Fairman: How does 9:00 Friday morning work?

All agreed and Secretary Metcalfe Doherty is looking into setting this meeting up.

1. **Adjournment**

It was moved by Mike Hodder and seconded by Dave Maher to adjourn. Members voted, Linda Murray-yes. Bill Petersen-yes, Liz Baker McClain-yes, Kathy Tetreault-yes, Carrie Duran-yes, Dave Maher-yes, Kathy Fairman-yes and Mike Hodder-yes, the motion passed unanimously.

The meeting adjourned at 9:07 AM.

Respectfully submitted,

Christine Metcalfe Doherty