

**Economic Development Committee
Meeting Minutes
DRAFT FOR APPROVAL. 4-20-2021**

Members or alternates present:

Chairman Kathy Fairman Eaton (member), Linda Murray (BOS alternate), Liz Baker McClain (member), Kathy Tetreault (member), Robyn Masteller (member), Carrie Duran (member), Mike Hodder (alternate), BOS liaison Brian Deshaies (member), Bill Petersen (member), Steve Durgin (member), Dave Maher (member), Mary DeVries (alternate) and Barry Elliott (alternate).

Members or alternates absent:

N/A

Staff present:

Tavis Austin, Wolfeboro Director of Planning, Beverly Woods, Wolfeboro IT Assistant and Christine Metcalfe Doherty, Recording Secretary.

Guests: N/A

1. Call to order: Chair Kathy Fairman called the meeting to order at 8:02 AM

Roll Call for members present. Kathy Tetreault, present (remote). Robyn Masteller present (remote). Linda Murray present. Liz Baker McClain present (remote). Kathy Fairman present. Mike Hodder present. Carrie Duran present (remote). Dave Maher present. Barry Elliot present. Steve Durgin present. Bill Petersen present (remote). Brian Deshaies present (remote). Mary DeVries (alternate) joined remotely at 8:10.

Chairman Fairman:

First, we would like to introduce our two new members Selectman Brian Deshaies and Barry Elliott.

2. Approval of Minutes:

I. March 16, 2021

Ms. Fairman: Lets mark Mary DeVries as absent at the last meeting.

Page 2: Under Marketing Committee line 5-6, Lets delete from "And Carrie" to "for the rest of the year?" as it ended up there twice.

It was moved by Linda Murray and seconded by Robyn Masteller to approve the minutes for March 16, 2021 as amended. Members voted, Linda Murray—yes. Mike Hodder—yes, Kathy Tetreault—yes, Robyn Masteller—yes, Carrie Duran—yes, Kathy Fairman—yes, Liz Baker McClain—yes, Bill Petersen—abstain, Brian Deshaies—abstain, Dave Maher—abstain, Steve Durgin—abstain, Barry Elliott—abstain and the motion passed with five abstentions.

NEW BUSINESS

Marketing Committee – Carrie Duran

We meet on April 8th. We feel at this time we don't not have enough information as we are not sure what the goals and objectives are as to how the selectmen see the marketing committee

of the EDC moving forward. Do we have new goals now? Should our objectives change from tourism and events to include business retention and attracting new businesses. Should we focus on the housing crisis and lack of inventory. How do we attract new businesses when we do not have enough places for people to live? What else would you all like to see?

Ms. Fairman: This leads into the New Business discussion for the Work Plan. Once we are all sworn in, which will happen at the next meeting, we will be able to discuss the Work Plan.

Ms. Duran: I would ask if anyone has any thoughts to please share. Or are we saying we should table this until all officers are sworn in?

Mr. Hodder: I think we should hold off until the new officers are elected and then see what direction the EDC will go in.

Ms. Masteller: I agree we should table it for now.

Carrie Duran made a motion to table the development of a marketing plan until all our new members have been voted in and it was seconded by Liz Baker McClain. Members voted, Kathy Tetreault—yes, Robyn Masteller—yes, Carrie Duran—yes, Kathy Fairman—yes, Liz Baker McClain—yes, Bill Petersen—yes, Brian Deshaies—yes, Dave Maher—yes, Steve Durgin—no and the motion passed with Steve Durgin voting no.

From the Board of Selectmen

A. Code of Ethics (see attached)

Mr. Hodder: I sent to Linda and Kathy an edited version of this document. There are some grammatical errors and a couple of other changes to make it more legible. I have sent it to the BOS and am wondering if the document has been updated?

Mr. Deshaies: I have not seen an updated version as of yet.

B. Rules of Procedure (see attached)

Ms. Fairman: I have a question about alternates. If a member is not able to join a meeting, I have elected an alternate to vote and participate in the meeting. I think clarification on that would be good.

Ms. Murray: On the ZBA and Planning Board the alternates speak but do not vote.

Mr. Hodder: I also sent to Murray and Fairman a copy of these rules and procedures with some changes. It currently says and election will be by those present and doesn't necessarily say members. There is nothing about alternates here.

Mr. Deshaies: Noted and I will look into this this week.

Ms. Duran: In regard to the Marketing Committee, are we considered to be more of a sub-work group rather than a committee? If so, do we have to post our agendas and meetings?

Mr. Deshaies: My understanding is you are a work group or sub-committee and you do not need to post. A reply all to an email can be deemed a meeting.

Ms. Murray: I have always been of the opinion that we should post sub-committee meetings to eliminate the problem of RSA 91-A and so the town will have full transparency.

Ms. Fairman: To err on the side of caution and have the public be informed, posting meetings and minutes is probably the best way to handle things. "Is it a meeting" hand out will be discussed further.

C. Municipal Committee Chair Guide (see attached)

Mr. Austin: Someone recently asked if all members need to have a wolfeboronh.us email address. While the chair guide says it will have the emails available on the website, I will receive all those emails and then I can circumvent a meeting and not put everyone's personal email addresses on the website.

Ms. Fairman: If anyone in the public wants to ask a question to the EDC they would email you (Mr. Austin). However, people may feel comfortable reaching out to someone they know as opposed to, for example, the Town Planner.

Ms. Murray: You can answer a question but I feel it should be stated that "I am one member of a committee."

Mr. Durgin: If you are putting it in an email it is a document but if you are having a conversation with someone, that is how democracy works. If it is going for the record, that may be a different story. I am not going to be compelled in my conversations with people to state that I am one member of a committee. I think this whole meeting apparatus is foolish. Everything about this is wrong. There are acceptations for not being in person but this is not how it should work. I think it is time to start making plans to get away from this.

Ms. Fairman: Thank you on that and I think we are taking the steps toward that.

Mr. Hodder: I look forward to the time when this meeting can be in person without masks and I would urge the current leadership to get these meetings in person 100% as soon as possible.

Ms. Fairman: Email has added an interesting aspect to this so a chart has been provided. Everything that comes from me, will come from Tavis or be an individual email.

Ms. Masteller: How are you supposed to communicate with your committee members without it being a meeting?

Mr. Austin: If you are going to discuss something as a committee you need to discuss it at a meeting. You can communicate with one person.

Mr. Hodder: Perhaps it would be helpful if you ask Tavis to send the link to the NH municipal association Right to Know Law and the flow chart (RSA 91-A).

Mr. Elliott: I know that the public is invited to view these meetings. Is that an RSA mandate?

Mr. Austin: Yes anytime there is a meeting the public is able to attend in person.

Mr. Elliott: There is a caucus where members can meet unofficially.

Mr. Austin: That is where the sub-committees come in but there is a quorum that must not be reached. If you have a public hearing more notice needs to be given

Mr. Elliott: If the marketing committee posts a meeting how are they going to allow the public to monitor that meeting?

Ms. Fairman: As long as we keep the sub-committees no more than 3 members we do not have to post the meetings (Mr. Austin) correct?

Mr. Austin: Yes. However, you can never over advertise or be overly transparent. If a sub-committee is working on a project, post it and take minutes. Since there are no actions or votes, you can post what was discussed and that it is going back to the Board at the next meeting and you are done.

Mr. Hodder: In the case of meeting minutes like this, err on the side of conservatism. Act as you have the public's interest at heart.

2021 Work Plan

Ms. Fairman: We will talk about this at the next meeting once all members are sworn in and officers are elected. Tavis will send out the information.

Kathy Fairman made a motion to table the 2021 Work Plan for the May 2021 meeting and it was seconded by Bill Petersen. Members voted, Kathy Tetreault—yes, Robyn Masteller—yes, Carrie Duran—yes, Kathy Fairman—yes, Liz Baker McClain—yes, Bill Petersen—yes, Brian Deshaies—yes, Dave Maher—yes, Steve Durgin—yes and the motion passed.

OLD BUSINESS

A. Business Survey Update – Robyn Masteller

Ms. Masteller: The mailings went out yesterday and it is on the web. We will get a report every Friday and the return mailings will be put into Christine's mailbox.

Ms. Fairman: This is now ready for the Chamber website and Christine will get that to Mary DeVries.

SELECTMEN'S REPORT

Ms. Murray: The Board has granted all permits are in place for peddlers, events and boats. Parks and Rec programs are up and running. Working on a MOU with the Libby Museum expansion. Working hard to get the 4th of July parade up and running. Getting ready for the summer.

EDC REPORT – Tavis Austin

Mr. Austin: The Planning Board was not currently reviewing any great number of applications. The Board, however, does have a number of subgroups or committees working on lighting, stormwater, short term rentals, filter bed road rezoning and others that the EDC members may wish to have input on. Such input most likely to be most appropriate as the sub-groups/committees report their findings to the Planning Board and as the Planning Board determines how to move forward with the information they receive.

Ms. Fairman: One I think we should be looking at is the short-term rentals. There is a lot of public interest in that. We really have two sides to this. One the short-term rental business ie; AirBNB, has absorbed many of our workforce apartments and houses. We have a housing crisis here. And two the short-term rental business has filled a demand for affordable lodging. Its an economic issue that we may want to weigh in on.

Mr. Hodder: A short-term rentals committee was set up by the Planning Board to listen to both sides of the issue and see what everybody said. Then bring that info back to the planning board. Right now it is just a fact finding body. A shortage of workforce housing existed before AirBnbs and before COVID. The Planning Board is looking at the 3 ordinances which are 11 years old.

OTHER BUSINESS

Next Meeting Tuesday May 16, 2021 – Hybrid

Adjournment

It was moved by Dave Maher and seconded by Kathy Fairman to adjourn. Members voted, Kathy Tetreault—yes, Robyn Masteller—yes, Carrie Duran—yes, Kathy Fairman—yes, Liz Baker McClain—yes, Bill Petersen—yes, Brian Deshaies—yes, Dave Maher—yes, Steve Durgin—yes and the motion passed.

The meeting adjourned at 9:33 AM.

Respectfully submitted, Christine Metcalfe Doherty

Code of Ethics for Board/Committee/Commission Members

Goal: To establish a set of principles and practices of the Town of Wolfeboro Board of Selectmen and its sub-committees that will set parameters and provide guidance and direction for member conduct and decision-making.

Code: Members of the Town of Wolfeboro Board of Selectmen and its sub-committees are committed to observing and promoting the highest standards of ethical conduct in the performance of their duties:

Accountability

1. Faithfully abide by the Rules of Procedure for your committee, board or commission
2. Exercise reasonable care, good faith and due diligence in organization affairs
3. Fully disclose, at the earliest opportunity an actual or perceived conflict of interest. A conflict of interest is defined as: a direct personal or pecuniary (financial) interest in the outcome. That interest must be immediate, define and capable of demonstration, not remote , uncertain, contingent or speculative *NH Municipal 2019 Knowing the Territory page 246-247 or RSA 21-G:21 II* “conflict of interest means a situation, circumstance, or financial interest which has the potential to cause a private interest to interfere with the proper exercise of a public duty”.

Professional Excellence

4. Maintain a professional level of courtesy, respect and objectivity in all activities.
5. Listen and respect the views of the other members and use appropriate and respectful language and behavior.
6. Strive to uphold those practices and assist members to uphold the highest standard of conduct.

Equal Opportunity

7. Ensure the rights of all members without discrimination on the basis of geography, political, religious or socio-economical characteristics.

RULES OF PROCEDURE
FOR BOARD OF SELECTMEN
SUBCOMMITTEE AND COMMISSIONS

SECTION I: PURPOSE:

These Rules of Procedure describe the duties and methods of operation of the Town Committees

SECTION II: ORGANIZATION:

A.) RESPONSIBILITIES OF MEMBERS:

1. All members shall make every effort to attend each scheduled meeting. The Chair should be notified by Committee members of an impending absence prior to the meeting.
2. Members of the Committee have authority only when acting as a Committee legally in session. One member has no authority and can not speak for the Committee except when representing the voted position of the Committee. Members of the Committee have authority only when all actions are voted on by the majority of the Committee at a public meeting that complies with the Right to Know Law RSA 91-A. The Committee shall not be bound by any action or statement of an individual Committee member, except when such statement or action is pursuant to instructions voted on by the Committee.
3. Members shall listen and respect the views of the other members and shall use appropriate and respectful language.
4. Members are expected to come prepared to meetings.

B.) OFFICERS

1. ELECTION - A chairperson shall be elected at the first regularly scheduled meeting following the swearing in of members. Election shall be by a majority vote of those present.
2. DUTIES - The chairperson shall preside at all meetings of the Committee, and perform all duties required by law.
3. ELECTION - Vice Chairman shall be elected at the first regularly scheduled meeting following the swearing in of members. Election shall be by a majority vote of those present.
4. DUTIES - The vice-chairman shall preside at all meetings that the Chairman is unable to attend.

SECTION III: OPERATION

A.) MEETINGS:

1. ORGANIZATIONAL MEETINGS - An organizational meeting to elect officers shall be held in accordance with II, B, 1. The Committee may adopt the previous Committee's policies and procedures, subject to amendments. The Committee shall establish a meeting schedule for the upcoming year

MUNICIPAL COMMITTEE CHAIR GUIDE

The following notes are intended to provide general guidance to Committee Chairs for both annual tasks and proper procedure with New Hampshire Revised Statutes Annotated and specifically RSA 91:A.

Membership:

- The Chair should regularly ensure that a current list of members, with term dates, e-mail addresses (phone numbers if necessary) is accurate and provided to staff for posting on the Town website.
- The Chair shall make the Town Manager/Board of Selectmen aware of all vacancies for both regular and alternate members if members are to be appointed by the Board of Selectmen.

Governance:

- The Chair shall ensure that the Committee maintains a legally compliant set of Bylaws or Rules of Procedure that define items including, but not limited to: quorum of membership, terms of members, etc.
- The Chair shall ensure that the Bylaws or Rules of Procedure are adhered to by the Committee.

Meeting Posting, Records, and Procedure:

- All Committee meetings must be posted at least twenty-four (24) hours in advance excluding Sundays or Holidays. The written notice **must** include a specific date, time, and place of the meeting. Inclusion of a general meeting agenda in the notice is recommended.
- All meeting agendas and notices should be provided to appropriate Town staff with website access for posting on the Town website.
- A meeting agenda should be provided to the Committee at least twenty-four (24) hours in advance. This agenda should provide general topics of discussion, in a manner that can be clearly understood by the public. It is recommended that all meeting agendas include a public comment agenda item to allow any member of the public in attendance to speak.
- A meeting cannot take place without a quorum of membership of the Committee. In the event that a quorum is not present, the meeting cannot be called to order nor can any decisions be made.
- Written minutes of the meeting should be provided within five (5) business days of the meeting and should be provided directly to the Town Clerk. These minutes must include a record of the members present at the meeting, any members of the public that appear as guests or provide comment, the general substance of matters discussed on the agenda, and should reflect the record of any votes taken by the Committee.
- The Chairman should remind committee members that no public body member should ever send an e-mail to the other members discussing any substantive topic that the Committee acts upon, conducts business upon, or is involved with in any way.
- E-mail (and other) communication about Committee business should not occur outside of the place of a formally noticed meeting. Specifically, e-mails should NOT be sent to multiple members of a Committee regarding Committee business.

Administrative:

- All expenditures shall be signed by the Committee Chair (if applicable) or a designated staff representative.
- Chairs shall coordinate with the Town Manager in December/January regarding the submission of an Annual Committee Report for the Town Report.

2. REGULAR MEETINGS - A more formalized meeting of the Committee generally conducted in accordance with the order of the "Agenda" contained herein.
3. WORK SESSION MEETINGS A less formalized meeting of the Committee, generally conducted for the purpose of providing Committee members with a more detailed understanding of a limited number of issues or to permit discussion of issues in greater depth.

B.) SCHEDULE OF MEETINGS: Each meeting shall be posted in accordance with RSA 91-A.

SECTION IV: RULES OF ORDER

- A.) QUORUM - A quorum shall consist of majority members of the Committee.
- B.) AGENDA - Shall be published with meeting notice, and included in the minutes. A suggested agenda is provided below. It may be changed by the Chair or by a vote of the Committee at the meeting, as in a motion to strike or table an item from the agenda. Items may also be brought up under New Business at a meeting.
1. Call to order
 2. Approve minutes
 3. New Business
 4. Old Business/Tabled and Pending.
 5. Any Other Business
 - 6.. Adjournment
- D.) CONDUCT OF MEETINGS: Meetings shall be conducted in accordance with generally accepted practices of order and decorum. In the event of a dispute regarding procedural matters, Robert Rules of Order shall serve as a guideline with a vote of the Committee being the final deciding authority. Members shall listen and respect the views of the other members and shall use appropriate and respectful language.
- E.) RECORDING OF VOTES: Votes shall be by voice, show of hands, or by a roll call. The vote of each member present shall be recorded.
- F.) CONFLICT OF INTEREST: Members need to fully disclose, at the earliest opportunity, an actual or perceived conflict of interest. A conflict of interest is defined in RSA 21-G:21 II as "conflict of interest means a situation, circumstance or financial interest which has the potential to cause a private interest to interfere with the proper exercise of a public duty". NH Municipal Association 2019 Knowing the Territory defines a conflict of interest as a direct personal or pecuniary (financial) interest in the outcome.