

**Economic Development Committee
Meeting Minutes
DRAFT- March 20, 2018**

Members or alternates present: Dave Bowers, Alan Harding, Denise Roy Palmer, Linda Murray, Vice Chair-Cindy Patten, Kathy Tetreault, and Bill Petersen.

Members or alternates absent: Kathy Eaton, Peter Cooke, Steve Durgan, Craig Gemmell, Mary DeVries, Jim O'Connell

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

Guests: N/A

1. **Call to order:** Vice-Chair Patten called the meeting to order at 8:09 AM and noted a quorum was present.

2. **Consideration of Minutes: 2/20/18**

Denise Roy-Palmer noted that under New Business she had set a task for herself to set up a meeting with PSI and tour.

It was moved by Dave Bowers and seconded by Alan Harding to approve the minutes of February 20, 2018 as amended. Members voted, all in favor, the motion passed.

3. **New Business**

- a. **Town Election results**

M Sullivan stated all the Warrant Articles passed and widespread support from the voters was received on all the projects including Bay Street which was not supported by a majority of the Budget Committee only in the sense of saving money.

D Bowers stated that the petition Warrant Article for an Elected ZBA also passed and Paul O'Brien is the new Board of Selectmen member.

M Sullivan noted that will leave an opening on the Planning Board. Anyone interested in becoming a member should submit a request, but such opening will also be noticed in the paper.

4. **Old Business**

- a. **EDC Mission Statement**

M. Sullivan provided a proposed draft for the Committee to review, which includes a re-write suggested by Craig Gemmell.

The Committee reviewed and discussed proposed revisions noting that the last sentence in the first paragraph can be suggested and questioned whether or not to include it.

M Sullivan stated that the Mission Statement should be broad and independent of the work plan to allow flexibility.

A Harding suggested reviewing that last sentence to remove the reference to environment and add after the word while "being mindful of".

The Committee agreed and suggested the edits be noted and reviewed at the next meeting.

C Patten noted that should be the final review of the statement since they have spent three meetings on the draft.

b. Work Plan

M Sullivan stated he and Kathy Eaton reviewed past agendas going back about 6-7 years ago as well as the current topics in the recent year that they have discussed. He provided the following for review and discussion:

- Rt. 28 Corridor Study Participation
- Master Plan-EDC members represented on the Master Plan
- Mission/vision Statement revision
- Lodging Forum follow-up
- Clarity of relationship between the EDC and other town groups
- Update the "Doing Business" in Wolfeboro document
- Explore Moose Mountains coordination/presentation
- Track adoption of RSA 72:81 (Commercial/Industrial exemption)
- Annual Items; Annual Report, Advertising Budget, EDC Budget, Community Profile update and Business list update
- EDC Webpage Update and then make same annual
- Promotion of ERZ's
- Business Focus groups
- NH Economic Development Association Activities
- BR & E
- 79-E Tax Exemption
- LRTA
- Planning Board Coordination
- Sign kiosk update
- Track vacant properties
- Promotional video

DISCUSSION:

D Roy-Palmer questioned if the Planning Board would have a member on the EDC.

M Sullivan replied that such has been discussed and believes there is an interest of the Planning Board to do such.

D Roy-Palmer stated the Doing Business in Wolfeboro document is very out of date and really should be removed from the Town website.

M Sullivan agreed it is out of date and does not have updated information. He noted the document was created by the Chamber of Commerce so discussion on updates should be discussed by them.

It was moved by Bill Petersen and seconded by Cindy Patten to remove the "how to do business in Wolfeboro" document from the Town of Wolfeboro website as it is outdated and needs updating. Members voted; Dave Bowers-abstained, all others in favor, the motion passed.

*Secretary note: Linda Murray arrived at 8:42 AM

M Sullivan noted a site for the members to view is the Locate in Dover NH for ideas for promoting the community, some do not pertain to us but there are some ideas they could use for Wolfeboro's website.

D Roy-Palmer noted the NH EDA has a \$50 per year membership and meets three times in the year. She will be attending the next meeting and will share the agenda as well as provide a summary from that meeting.

A Harding noted the Nick Recreation Park should be promoted more on the Town website as it offers amenities travelers would take interest in such as the walking track and the dog park.

L Murray agreed, it is noted in the Park's and Recreation brochure and the Committee should check with the Board of Directors to see if they have interest in such promotion.

C Patten noted with regards to the membership to LRTA and that it would seem more prudent to promote with other side of Wolfeboro towards RT. 16 vs the other side of the Lake.

L Murray agreed that the Board of Selectmen has had success in inviting other communities to meet with them, the EDC could do the same.

M Sullivan noted the kiosks downtown and at Foss Field need updating. The information in those kiosks is outdated.

L Murray suggested discussing it with the Chamber as they provide a calendar of events that could be included in the kiosk.

C Patten suggested the members of the EDC each take a section of the business listing to do an update and introduce themselves as a member of the EDC to provide that interaction to the business.

c. Master Plan Committees

M Sullivan noted that there are six Master Plan Committees and the only Committee without an EDC member is the Energy Committee.

5. Other Business

D Roy-Palmer noted that Technicoil has occupied the location of the former Wickers Sportswear and the sign has been put up. She noted they plan to hold a job fair this summer.

6. Board of Selectmen's Report

D Bowers stated that a Town Manager candidate has been selected. The Board is currently negotiating a contract and hopes to make a formal announcement in two weeks.

C Patten questioned the salary, noting there was some discussion at the Budget Committee level.

L Murray replied that MRI suggested posting the position up to \$120,000 to be competitive for candidates, but the Budget Committee amended the amount to \$110,000 and suggested the Board of Selectmen use other funds to cover the difference. A salary has not been negotiated at this point. She moved on to note that she attended the RT. 28 corridor meeting and it was well attended. The study will move to the Board of Selectmen for review and then will be submitted to NH DOT. She noted that the Board of Selectmen have requested a speed reduction in the area of the golf course to allow for a cross walk at the golf course.

Being no further business before the Committee, Vice Chair Patten asked for a motion to adjourn.

It was moved and seconded to adjourn.

The meeting adjourned at 9:28 AM.

Respectfully submitted,
Amelia Capone Muccio