

**WOLFEBORO ECONOMIC DEVELOPMENT COMMITTEE**  
**REGULAR MEETING**  
**Tuesday, June 10, 2008**  
**MINUTES**

**Members Present:** Frank Giebutowski, Acting Chairman, Gene Leone, Vice-Chairman, Kristi Ginter, Selectmen's Representative, Tony Triolo, Mike Cooper, Mary DeVries, Dave Tower, Bob Reid, Members.

**Member Absent:** Denise Roy-Palmer, Member.

**Guest Present:** Dave Owen, Town Manager, Rob Houseman, Director of Planning & Development.

**Staff Absent:** Lee Ann Keathley, Secretary.

*Acting Chairman Giebutowski opened the meeting at 8:02 AM.*

**Consideration of Minutes**  
**May 13, 2008**

**It was moved by Tony Triolo and seconded by Dave Tower to approve the May 13, 2008 Wolfeboro Economic Development Committee minutes as submitted. Frank Giebutowski, Gene Leone, Tony Triolo, Dave Tower, Mary DeVries, Mike Cooper voted in favor. Bob Reid abstained. The motion passed.**

**Discussion Items**

- **Problem Statement / Guests; Dave Owen, Town Manager & Rob Houseman, Director of Planning & Development re: Economic Development & Town resources**

Frank Giebutowski stated Mike Cooper developed a problem statement, see attached. He thanked Mr. Cooper for such.

Mary DeVries stated the problem statement articulates the Committee's focus.

Frank Giebutowski stated the immediate task of the Committee is to conduct an analysis or survey / study of what are the things that are needed in the Town and the opportunities of the Town.

Bob Reid stated the problem statement narrows the focus in the area(s) noted in the Master Plan.

Tony Triolo stated the Economic Base Chapter had two major agendas; the hiring of an Economic Development Director (EDD) and a Business Park.

Bob Reid requested the views of Staff regarding the position of an EDD.

Dave Owen stated he views the EDD position as very desirable in the long run and expressed concern regarding the process for such. He stated he believes there first should be a program and strategy and then the implementation of the program by the person that is hired; such needs to be developed and

communicated. He stated a strategy is developed first and then a work program to implement the strategy is then developed.

Mike Cooper stated the vision statement clearly outlines the future of the Town (who we want to be) and a survey would determine the job of the EDD.

Rob Houseman recommended a business professional create the job profile for the EDD; to be created as part of the first step. He commented on the political realities regarding budgetary constraints. He recommended a third party demonstrate the benefit of an EDD and the return on the investment of such. He commented on the distinction of planning and economic development; without a clear role defined on both sides, the two can be in opposition. He stated the two need to work in concert with each another to address the regulatory process that meets the needs of the economic development classes.

Mike Cooper stated motivation and desire to move forward exists with minimal investment to show potential long gain.

Dave Tower stated the investment piece is important to understand to address issues of profit.

Rob Houseman stated it is easier to justify the expense of an EDD with statistics from a survey.

**It was moved by Tony Triolo and seconded by Dave Tower to adopt the Economic Development Problem Statement. All members voted in favor. The motion passed.**

Frank Giebutowski requested Kristi Ginter to inform the BOS of the motion and the direction of the EDC.

Bob Reid stated the problem statement needs to be moved this year otherwise, he believes it will not happen. He stated analysis costs money and no money has been allotted in the budget for such.

Dave Owen stated the money could be placed in next year's budget.

Bob Reid expressed concern for such.

Mary DeVries stated the Implementation Matrix exists and now is the time to show the voters that it is a working document and forward movement will occur.

Rob Houseman volunteered to provide the Committee with a sample RFP or RFQ and advertise through the Office of Energy and Planning, Local Government Center and NH Planners Association websites to retrieve responses regarding a number and scope to formulate a plan to approach the budget process.

Kristi Ginter questioned whether the businesses in Town would be willing to front the money for a study since it would benefit the entire economy and businesses of the Town.

Mary DeVries stated the Committee (Town EDC) is looking for the Town to see the financial benefits and for the Town to move forward with the study and the hiring of an EDD.

Gene Leone questioned the expense for a study.

Rob Houseman replied \$10,000 - \$20,000.

Bob Reid stated he does not believe the money will come from the business community. He stated he believes the Town will have serious budget issues and is not confident that \$20,000 would survive the budget process.

Gene Leone requested Mary DeVries to pursue Ms. Ginter's suggestion.

Tony Triolo recommended approaching the local banks.

Bob Reid stated the issue is a Town responsibility and does not believe private funding should be sought. He stated the Town has been living off an increasing value of its properties however, such has gone away.

Kristi Ginter stated it has to be proven to the taxpayers that the position is a worthwhile position and a benefit to the Town.

Frank Giebutowski stated that if the Selectmen are not invested in the concept then the study results will not matter. He stated more data is needed to present to them. He questioned the tax revenue from commercial versus residential. He stated if the Town is going to continue to correct and develop its infrastructure problems for the benefit of the vision of the Town then money is needed and such cannot come from just residential properties.

Rob Houseman stated Wolfeboro needs to be compared to other like communities that deal with anomalies; regional center with a portion of the assessed valuation off the tax rolls, host of a school district and many nontaxable entities. He stated such impacts the system. He stated the waterfront is the golden egg for Wolfeboro right now; as long as we are paying based on value and the value is retained, such is how the system will operate. He recommended the following steps; determine the cost and scope of the survey then determine funding for the survey.

Bob Reid & Tony Triolo volunteered to assist Mr. Houseman with the process.

Frank Giebutowski questioned how to raise the level of awareness and urgency of finding the money in the budget with the BOS (data) once the cost and benefits are known and requested Mr. Triolo's assistance regarding such. He requested information be provided for the Committee's 7/8/08 meeting.

Dave Tower stated education and communication is an issue.

Kristi Ginter questioned promoting awareness through a newspaper article or the Chamber of Commerce.

Frank Giebutowski stated he believes the communication issue is with the BOS and not the citizens.

Mary DeVries stated the Chamber of Commerce has discussed economic development with its members for years and recently at its quarterly meeting and Diane Levin reported on the focus of the Chamber of Commerce's EDC. She stated the Chamber of Commerce is ready to hear more and act when appropriate.

Dave Tower stated the data will capture trend analysis. He expressed the need for partnership between businesses and government and recommended a joint release from the Town's EDC and the Chamber of Commerce's EDC.

Kristi Ginter questioned the relation of Tax Increment Finance Districts to the plan.

Rob Houseman stated such is related to the return on investment issue and reviewed such. He reviewed the proposed ROI (Residence/Office/Institution) Overlay District (Pickering Corner to Wolfeboro Public Library) currently being considered by the Planning Board.

Dave Owen stated he and Mr. Houseman would be available for consultation.

➤ **Other Business**

Dave Owen informed the Committee Mr. Houseman is currently working on a Guide to the Permitting Process (Planning Board & ZBA). He stated Mr. Houseman would be presenting such at the BOS meeting on 6/11/08.

Dave Tower stated the Chamber of Commerce is also working on such in conjunction with the department.

Dave Owen stated the water moratorium was lifted several months ago and projects the sewer moratorium would be lifted in December 2008. He stated the BOS is scheduled to meet with the new Commissioner of the NH DOT on 7/18/08 @ 10 AM at the Town Hall Meeting Room regarding the condition of South Main Street and Route 109. He recommended the EDC, Chamber of Commerce and citizens attend the meeting.

Bob Reid questioned whether public input would be allowed while the Commissioner is present.

Dave Owen stated he believes the BOS would conduct the meeting to allow for such.

**It was moved by Bob Reid and seconded by Dave Tower to adjourn the June 10, 2008 Economic Development Committee meeting. All members voted in favor.**

*EDC meeting scheduled for Tuesday, July 8, 2008 @ 8 AM at the Offices of Leone, McDonnell & Roberts.*

*There being no further business before the Committee, the meeting adjourned at 8:59 AM.*

Respectfully Submitted,

Lee Ann Keathley