

WOLFEBORO ECONOMIC DEVELOPMENT COMMITTEE
REGULAR MEETING
Tuesday, August 12, 2008
MINUTES

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

Member Absent: Mike Cooper, Member.

Staff Present: Lee Ann Keathley, Secretary.

Acting Chairman Giebutowski opened the meeting at 8:04 AM.

Consideration of Minutes
July 8, 2008

It was moved by Denise Roy-Palmer and seconded by Bob Reid to approve the July 8, 2008 Wolfeboro Economic Development Committee minutes as submitted. All members voted in favor. The motion passed.

Discussion Items

➤ **Report on joint meeting with the Chamber of Commerce's EDC and Community Betterment Committee**

Frank Giebutowski stated a joint meeting between the EDC and the above named committees took place on 8/4/08. He stated Mary DeVries submitted an article and photograph of the Committees to the Granite State News. He stated the Committees will meet periodically to advance common causes.

Mary DeVries stated the article is expected to be printed in the 8/14/08 edition.

➤ **Report on BOS meeting**

Frank Giebutowski reported that Mike Cooper, Mary DeVries, Bob Reid, Denise Roy-Palmer and he attended the BOS meeting on 8/6/08. He stated he reviewed the problem statement, implementation goals and the RFP with the BOS. He stated the bids for the RFP are due 9/26/08 and as such, requested a placeholder number be incorporated into the budget for the study. He stated the BOS agreed to do such.

Bob Reid stated he believes the issue lies with the Budget Committee.

Denise Roy-Palmer stated the Committee needs to attend the Budget Committee meeting.

The Committee reviewed the budget process and options if funding for the study is cut from the budget.

Frank Giebutowski recommended the Committee work with the Budget Committee prior to their review of the budget. He recommended the Committee develop a talking points document. He recommended each member develop a talking point supported by two pieces of data.

Kristi Ginter recommended a point to include that what improves revenue for the Town and increases the bottom line should be encouraged.

It was moved by Bob Reid and seconded by Mary DeVries for each member to develop a position statement, including back up data, related to the implementation of the RFP for a market study by 8/22/08. All members voted in favor. The motion passed.

Position statements to be emailed to Frank Giebutowski.

Bob Reid distributed an article from the Foster's Daily Democrat (7/19/08) submitted by Denise Roy-Palmer.

Denise Roy-Palmer stated the article could be useful in the development of the position statements.

➤ **RFP; Evaluation Criteria**

Frank Giebutowski questioned how to evaluate the RFP.

Tony Triolo replied research references.

Dave Tower stated specific points requested in the RFP should be evaluated and recommended the use of a chart.

Denise Roy-Palmer stated she would develop a matrix and present at the next meeting.

Bob Reid noted the Committee can make recommendations as to which firm is awarded the bid however, the BOS awards such.

Frank Giebutowski questioned whether the Town has a standardized evaluation process.

Bob Reid replied no.

Dave Tower stated the Committee has two actions to follow; determine which firms have met the RFP and of those firms, who have met the elements of such.

Old Business

➤ **Wolfeboro Oil**

Tony Triolo stated he spoke to Jim Bean who informed him the construction of the road accessing the lots would be completed by the end of the year. He stated 3 lots exist; Wolfeboro Oil to utilize one lot, another lot is under contract and the remaining lot would be available for sale in 2009.

Frank Giebutowski questioned the time frame as to when the tanks would be removed from the downtown area.

Tony Triolo stated he is unaware.

New Business

➤ **Town Hall Options Committee**

Denise Roy-Palmer stated she has been requested to serve on a subcommittee of the Town Hall Options Committee.

Frank Giebutowski stated the Committee has requested volunteers to determine the use of the Town Hall building if the Town Offices do not occupy the building.

Bob Reid stated the space study determined there is no room for anything in the building and that once the building is sold, it would be condemned.

It was moved by Tony Triolo and seconded by Gene Leone to support Denise Roy-Palmer's participation on a subcommittee of the Town Hall Options Committee. All members voted in favor. The motion passed.

➤ **Director of Economic Development - Nashua**

Mary DeVries stated the Director of Economic Development for the City of Nashua held an event on 7/30/08 with DRED and a former Red Sox pitcher to promote the relocation of businesses from Massachusetts to Nashua. She stated 300 letters were mailed to businesses in Massachusetts.

➤ **WEDCO**

Denise Roy-Palmer stated a small business counselor is available at WEDCO two days per month (through the SBA and UNH's Whittemore School of Business). She stated the service is available at no cost. She also stated workshops are scheduled for September and October related to credit counseling.

It was moved by Bob Reid and seconded by Tony Triolo to adjourn the August 12, 2008 Economic Development Committee meeting. All members voted in favor.

EDC meeting scheduled for Tuesday, September 9, 2008 @ 8 AM at the Offices of Leone, McDonnell & Roberts.

There being no further business before the Committee, the meeting adjourned at 9:01 AM.

Respectfully Submitted,

Lee Ann Keathley