

## WOLFEBORO ECONOMIC DEVELOPMENT COMMITTEE

March 26, 2013

### MINUTES

**Members Present:** Denise Roy-Palmer, Co-Chairperson, Charles Wibel, Co-Chairperson, Dave Bowers, Selectmen's Representative, Linda Murray, Selectmen's Alternate, Mike Connolly, Frank Giebutowski, Members.

**Members Absent:** Tony Triolo, Zach Tarter, Mary DeVries, Bob Ness, Paul O'Brien, Members.

**Staff Present:** Dave Owen, Town Manager, Rob Houseman, Director of Planning & Development, Lee Ann Keathley, Secretary.

*Denise Roy-Palmer opened the meeting at 8 AM at the Huggins Hospital Board Room.*

#### **Consideration of Minutes**

**January 8, 2013**

**It was moved by Frank Giebutowski and seconded by Charles Wibel to approve the January 8, 2013 Economic Development Committee minutes as submitted. Charles Wibel, Dave Bowers, Mike Connolly, Frank Giebutowski voted in favor. Denise Roy-Palmer abstained. The motion passed.**

**February 12, 2013**

**It was moved by Frank Giebutowski and seconded by Linda Murray to approve the February 12, 2013 Economic Development Committee minutes as submitted. All members voted in favor. The motion passed.**

#### **Old Business**

##### **➤ EDC Webpage Content**

Rob Houseman stated the company that assisted with the development of the Town of Bow's Economic Development website no longer offers the service. He stated the company offers a menu of different services and noted he would provide a cost estimate and segments from the menu for review at the next meeting. He stated he is working with the person who collected data for the Bow site.

Denise Roy-Palmer requested Staff to place a QR code that links the Chamber of Commerce Calendar of Events on the Town's website.

##### **➤ Permit Process Customer Satisfaction Survey**

Dave Bowers stated that from the BOS viewpoint, the survey lays to rest that Wolfeboro is hard to do business with and noted a vast majority of people are happy.

Linda Murray stated the survey results should not have been released until one year. She stated that the one year needs to be finished, the results reviewed again and then determine whether to continue the process.

Denise Roy-Palmer stated that despite the results being released early it serves a good gauge for tracking.

Referencing the last page of the survey results, Mike Connolly questioned the purpose of the questions.

Rob Houseman stated the questions relate to the process and noted the department can only send out surveys to those who participated in the process. He stated 300+ surveys were mailed and includes all projects. He stated those customers most satisfied came in early in the process and often throughout the process.

Frank Giebutowski questioned the response rate.

Rob Houseman replied 11%.

Frank Giebutowski recommended review by category to review residential vs. commercial use.

Linda Murray stated the comments were extremely positive.

Frank Giebutowski stated that based on the results of the survey and comments, there should be recognition of some individuals.

### **New Business**

#### **➤ Focus Group Update Meeting; Date and Content**

Dave Bowers suggested trying to increase attendance.

Charles Wibel stated 400 businesses were invited and 10% of the businesses attended the Focus Group meetings. He stated there have been two update meetings since and non-business people attended both meetings.

Dave Bowers recommended targeting specific groups within the town and requesting a representative from such attend the meeting (Lions Club, Rotary, etc.)

Frank Giebutowski stated he was impressed by the level of conversation at the last update meeting.

Linda Murray stated it is important to target the merchants from the north end of Town.

*The Committee scheduled the Focus Group Update Meeting for Thursday, May 30, 2013. Discussion to include status of kiosks, ERZ, refurbishment of Downtown area and Permit Process Customer Satisfaction Survey results.*

#### **➤ Membership Status**

Denise Roy-Palmer stated Paul O'Brien resigned and both Tony Triolo and Frank Geibutowski have decided not to request reappointment. She stated Bob Ness informed her that he would be resigning from the Committee effective June 2013.

Frank Giebutowski questioned the attendance policy with regard to unexcused absences.

Denise Roy-Palmer stated she would contact Zach Tarter regarding his attendance.

#### **➤ Member Recruitment**

The Committee discussed recruiting new members; Charles Wibel agreed to speak with Cindy Patten, Linda Murray agreed to speak with Kathy Eaton and Gregg Roark and Denise Roy-Palmer agreed to speak with John Pernokas.

Denise Roy-Palmer stated Alan Harding has requested appointment to the Committee.

➤ **Kiosk Status**

Rob Houseman stated once the snow has melted a kiosk would be installed at the new parking lot on Glendon Street. He stated replacement maps for the existing kiosks will be installed and noted a QR code with a link will be posted once approved by the EDC.

Frank Giebutowski questioned the blank space on the second half of the kiosk located at the Town Docks.

Rob Houseman stated a larger scale map of the Town that includes beaches, village core, restrooms and boat launches will be posted in that space.

Frank Giebutowski asked why the Town isn't promoting a key to retail oriented businesses in the Downtown area.

Rob Houseman stated the Town received push back from the Chamber of Commerce opposing the posting of merchants.

Frank Giebutowski stated a key would be helpful.

Linda Murray stated if the Town produces such, any business could be listed.

Rob Houseman stated he would produce the list of merchants. He stated he needs to have a conversation with the Town Manager regarding the issue; noting there were discussions through the Town Manager's office as to whether the map should include the key. He stated Greg Roark Sr. was opposed to such. He noted the map was designed for the purpose of including the key.

**Discussion Item**

➤ **ERZ**

Rob Houseman reviewed the boundaries of the Economic Revitalization Zone (ERZ) on Center, Lehner and Pine Streets ERZ being proposed.

Dave Bowers questioned what to do with the two properties on Lehner Street (DuCo properties).

Rob Houseman stated the Town took enforcement action to stabilize the properties and noted the Town does not have a property maintenance code.

Frank Giebutowski questioned whether the potential development activity on Cropley Hill is residential or commercial.

Rob Houseman stated he extended an offer to meet with John Gramus, (through Mr. Gramus' realtor) to discuss the Town Zoning Ordinance. He stated Mr. Gramus has expressed interest in acquiring a block of buildings for mixed use such as a bank, drive thru restaurant or a large CVS. He stated Mr. Gramus has approached each property owner regarding such and noted drive thru components are not allowed for restaurants. He stated the use of the Pickering Corner intersection by NHDOT will impact the cost of the project.

Dave Bowers questioned the issue with regard to drive thru establishments.

Rob Houseman stated such is a volume issue. He noted the Planning Board prohibited such in the 1990's.

Charles Wibel stated he would not vote in favor of designating the proposed ERZ until there is a firm design review ordinance in place.

Dave Owen questioned why the gas station at Pickering Corner was included in the ERZ.

Rob Houseman stated to provide opportunity for the entire corridor.

Linda Murray stated there are traffic issues associated with the Corner Store and recommended excluding the property from the ERZ.

Frank Giebutowski questioned the implications for property owners within the zone.

Rob Houseman stated the property owners would be eligible for tax credit financing. He stated the next step would include contacting each property owner to review such and determine if there is an objection to the designation.

**It was moved by Linda Murray and seconded by Charles Wibel to exclude the Corner Store from the Center, Lehner and Pine Street ERZ. All members voted in favor. The motion passed.**

Linda Murray questioned whether the zone has to be connected and whether the area can be spot designated.

Denise Roy-Palmer stated the State wants the zone to be contiguous because it is more beneficial to view an area.

**It was moved by Frank Giebutowski and seconded by Mike Connolly to designate the Center, Lehner and Pine Street ERZ, excluding the Corner Store. Denise Roy-Palmer, Dave Bowers, Frank Giebutowski, Mike Connolly voted in favor. Charles Wibel opposed. The motion passed.**

#### **Town Manager/BOS Report**

Dave Owen stated every item on the warrant passed and the new BOS member is Brad Harriman.

Charles Wibel questioned the new BOS chairman.

Linda Murray replied Sarah Silk.

**It was moved by Frank Giebutowski and seconded by Charles Wibel to adjourn the March 26, 2013 EDC meeting. All members voted in favor.**

*There being no further business before the Board, the meeting adjourned at 9:04 AM.*

Respectfully Submitted,

*Lee Ann Keathley*

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