

WOLFEBORO ECONOMIC DEVELOPMENT COMMITTEE

April 9, 2013

MINUTES

Members Present: Denise Roy-Palmer, Co-Chairperson, Charles Wibel, Co-Chairperson, Linda Murray, Selectmen's Alternate, Mike Connolly, Zach Tarter, Mary DeVries, Bob Ness, Alan Harding, Cindy Patten, Members.

Member Absent: Dave Bowers, Selectmen's Representative.

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

March 26, 2013

Corrections:

Page 1, EDC Website Content, 2nd paragraph; strike "Town's website" & insert "kiosk"

Page 4, 1st paragraph; delete "firm" & insert "mandatory"

Page 4, Town Manager/BOS Report, 2nd paragraph; insert "who is" prior to "the"

Referencing page 3, 8th paragraph, Charles Wibel stated the content relative to listing the merchants on the kiosk is vague.

Rob Houseman stated the discussion related to the management of the list and include those businesses that want to be included. He stated a concern was raised with regard to cluttering the kiosk and that clutter taking away from the purpose of the kiosk. He stated the Chamber of Commerce took the position that they did not want a key on the kiosk that included all the merchants.

Mary DeVries stated the Chamber of Commerce expressed concern relative to the management of the kiosk. She stated she feels the Committee is backtracking and noted that the reason for not having the key on the kiosk has already been discussed.

Bob Ness asked who would know when businesses leave and when they are established.

Rob Houseman replied the Town or Chamber of Commerce.

It was moved by Charles Wibel and seconded by Linda Murray to approve the March 9, 2013 Economic Development Committee minutes as amended. Denise Roy-Palmer, Charles Wibel, Linda Murray, Mike Connolly, Zach Tarter, Mary DeVries, Cindy Patten voted in favor. Bob Ness, Alan Harding abstained. 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 and the only option is to select from a menu of pre-developed data sets via its website. He stated he has contacted Andre Garron,

Economic Development Regional Specialist at UNH Cooperative Extension, and Roger Hawk for assistance in the development of a drive shed map and demographic data that addresses education and skilled labor force.

Bob Ness asked if Virtual Town Hall has been included in the discussion.

Rob Houseman replied no, because Virtual Town Hall is not processing the data. He stated they would be contacted following receipt of the data.

Charles Wibel questioned whether students at the Voc Tech could assist.

Linda Murray stated issues arise when the school year ends and the project is not completed.

➤ **Focus Group Update Meeting; Participation, Content, Prep**

Focus Group Update Meeting scheduled for 5/30/13. Subcommittee consisting of Mary DeVries, Zach Tarter, Cindy Patten and Charles Wibel will determine time, location and content of meeting.

➤ **EDC Members**

Linda Murray stated she has left messages with Kathy Eaton and Greg Roark Sr.; however, she has not received a response to date.

Denise Roy-Palmer stated she will be meeting with John Pernokas.

➤ **Economic Revitalization Zone**

Dave Owen distributed the updated ERZ map and noted he mailed a cover letter and the map to all property owners within the zone. He read the following email from Paul Zimmerman, dated 4/8/13, *"I have examined the site map for the designated new proposed ERZ zone. I ask you to re-examine the boundary line. The existing line cuts the Clarke Plaza in half. I would think you would want to include all the existing foot print of the Clarke Plaza parcel that then would include 26 Pine Street which is part of Clarke Plaza, and in addition include the property of Karl Shannon, as my property wraps around his. All of Pine Street on the east side up to and including 26 Pine Street should be in the ERZ zone. Regards, PZ."*

Rob Houseman reviewed the boundaries of the Economic Revitalization Zone (ERZ) on Center, Lehner and Pine Streets ERZ being proposed. Via an aerial map of the Zimmerman property and surrounding properties, he noted constraints exist on the Zimmerman property (extensive wetland complex, ledge and a right-of-way for a water line to The Ledges). He stated he is unclear as to the intent to include Clarke Plaza. He stated the proposed zone would provide certain incentives for job creation.

Linda Murray requested Staff email the members of the EDC the ERZ FAQ.

Denise Roy-Palmer stated she does not consider his property underutilized and therefore, does not feel it should be included. She stated including the property would not meet the State's criteria.

Linda Murray agreed with Ms. Roy-Palmer.

Zach Tarter asked why Wolfeboro Oil is included.

Rob Houseman stated Wolfeboro Oil is moving forward with relocating the bulk storage and the lot would then be available for redevelopment. He stated that if the Committee includes the Zimmerman property then the other side of Clarke Plaza should also be included.

Alan Harding questioned whether there should be a legal review of such.

Zach Tarter stated the Committee should follow set criteria and questioned what those criteria are. He stated the Committee is not ready to make a decision because the criteria have not been determined.

Rob Houseman stated the criteria for an ERZ designation are established by the State Department of Resources and Economic Development.

Dave Owen stated the Committee voted to approve the designation of the ERZ at its last meeting and agreed to send the cover letter and map to property owners.

Linda Murray stated the vacant lot on the corner of Pine Street and Center Street defines what the EDC is trying to do and the lot needed to be addressed. She stated the shopping centers are utilized parcels.

It was moved by Charles Wibel to not include Clarke Plaza and expand the boundaries of the Center, Lehner and Pine Street ERZ.

Discussion of the motion:

Linda Murray recommended Staff provide the new members with all the material relative to the discussion prior to making any further decisions.

Charles Wibel withdrew his motion.

The Committee agreed to table Paul Zimmerman's request to expand the boundaries of the Center, Lehner and Pine Street ERZ to include Clarke Plaza and 26 Pine Street.

New Business

➤ **Appointment of Co-Chairs**

Mary DeVries requested the Committee have a Chairman and Vice-Chairman rather than Co-Chairs.

It was moved by Mary DeVries and seconded by Linda Murray to appoint Zach Tarter as Chairman of the Economic Development Committee.

Discussion of the motion:

Charles Wibel asked if Mr. Tarter will be able to attend the meetings.

Zach Tarter replied yes.

It was moved by Mary DeVries and seconded by Linda Murray to appoint Zach Tarter as Chairman of the Economic Development Committee. All members voted in favor. The motion passed.

It was moved by Mary DeVries and seconded by Linda Murray to appoint Denise Roy-Palmer as Vice-Chairman of the Economic Development Committee. All members voted in favor. The motion passed.

➤ **Thank You Letters to Departing Members**

Denise Roy-Palmer requested a thank you letter be sent to Tony Triolo, Paul O'Brien and Frank Giebutowski.

Dave Owen stated the BOS requested he do such.

➤ **Letter of Support**

Denise Roy-Palmer stated the Friends of Town Hall and the Town are submitting an application for Mooseplate grant funds and the Committee has been requested to draft a letter of support for the restoration of two arched exterior doors at the Town Hall.

Dave Owen stated the BOS have been asked to draft a letter also and he offered to do the same for the EDC.

It was moved by Charles Wibel and seconded by Cindy Patten to send a letter of support to the Conservation License Plate Grant Program for the restoration of two arched doors on the front exterior of the Wolfboro Town Hall. All members voted in favor. The motion passed.

Other Business

Denise Roy-Palmer asked if a Planning Board representative could be appointed to the Committee.

Rob Houseman stated he could discuss such with the Planning Board chairman.

Mary DeVries questioned the necessity of such given that Rob Houseman attends the meetings.

Town Manager/BOS Report

Dave Owen stated the Planning Board approved the Site Plan Review application for GI Plastek, which will enable the firm to nearly double its size and to hire 15-20 additional employees when complete.

Linda Murray stated the Building Department is holding a public forum on 4/30/13, 8:30 AM to 10:30 AM at the Library Meeting Room.

It was moved by Bob Ness and seconded by Charles Wibel to adjourn the April 9, 2013 EDC meeting. All members voted in favor.

There being no further business before the Board, the meeting adjourned at 9:06 AM.

Respectfully Submitted,

Lee Ann Keathley

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