

WOLFEBORO ECONOMIC DEVELOPMENT COMMITTEE

July 15, 2014

8:00 A.M.

MINUTES

Huggins Hospital Board Meeting Room

Members Present: Kathy Eaton, Chairman; Denise Roy-Palmer, Vice Chairman; Alan Harding; Mary DeVries; Zach Tarter; and Mike Roush

Staff Present: Dave Owen - Town Manager; Rob Houseman - Director of Planning and Development; and Diane Alger, Recording Secretary

Guest: Andre Garron - UNH Cooperative Extension

Members Absent: Linda Murray, Selectmen's Representative Alternate; Dave Bowers - Selectmen's Representative; Cindy Patten; and Mike Connolly

1. Call to order

Chairman Kathy Eaton opened the meeting at 8:05 AM at Huggins Hospital Board Room.

2. Approval of Minutes

It was moved by Alan Harding and seconded by Mary DeVries to approve the June 10, 2014 Economic Development Committee minutes as submitted. All members voted in favor. The motion passed.

Under Old Business:

a. Business Retention & Expansion Program Participation - Andre Garron

Andre Garron of the UNH Cooperative Extension Program presented a power point program, which entailed the BR&E (Business Retention & Expansion Program) and how he feels it resonates with Wolfeboro. The focus of this meeting was to develop a timeline to begin implementation of the program.

Andre asked about the status of the proposed senior living project (Woodbine).

Rob Houseman stated that the Alzheimer's facility is a residential model, not a nursing home facility. The company that desires to build this complex wants to use the Wolfeboro facility as its' New England Headquarters. Rob also indicated that there are other facilities within town that have Assisted Living, but there is a need for an Alzheimer's facility.

Andre Garron stated that the BR&E Program is a three step progress: Step 1 is Research, Step 2 is Prioritization and Step 3 is Implementation. In the Research Stage, a survey will be conducted by two people; the first person will do the primary interview and the second person will take notes and follow up. The information obtained from the survey will guide the direction of the rest of the program. UNH will tally the information and will present the facts back to Wolfeboro to determine what 3-5 goals would be beneficial for Wolfeboro and the businesses.

Kathy Eaton asked Andre Garron what encompasses the Leadership Team and he indicated that it should be a diverse group from the community of 5-7 members and they will each have a specific role. Details are in the information package given to each EDC member..

The Volunteer Visitors who conduct the survey should include people from both the public and private sectors.

Andre Garron concluded that the Leadership Team is the 1st step than needs to be organized and then the program progresses. It was agreed that a Leadership Team would be established to meet with Andre in October.

Dave Owen reported that the Board of Selectmen authorized this project and he has a signed agreement with UNH. The first installment of \$750 will be paid to UNH shortly. The second half will be paid in January.

b. 2014 - 2014 EDC Goals:

Kathy Eaton suggested that the EDC prioritize its goals for the next year. It was agreed that she and Vice-Chairman Denise Roy-Palmer will develop a list of projects the EDC has discussed in the last year and e-mail it to members for comments and prioritization before the next meeting.

c. Woodbine Project Update:

Rob Houseman reported that Woodbine Senior Housing's request for a variance to build an Alzheimer's residence and Assisted Living facility on Rte 109 in Wolfeboro Center was

approved 3-2 by the Wolfeboro ZBA following a public hearing on July 30, 2014. The first phase of the project (Alzheimer's unit) alone would create 50 new jobs in town. If no one appeals that vote (deadline for appeal is July 28, 2014) the project will go before the Planning Board. Woodbine hopes to have the foundation in by the Fall of 2014.

d. Master Plan Implementation Matrix - Goals assigned to the EDC

EB 10: "Continue to streamline the process of opening new businesses and expanding existing ones".

Kathy Eaton stated that this goal is within the BR&E Project. The EDC Committee has contracted UNH to do a Business Retention & Expansion Visitation Program.

EB 7: "Develop the necessary incentives to attract business to proposed business park areas".

Wolfeboro has established two ERZ zones; one for the existing Business Park on Rte. 109A, and a second including Lehner and Pine Streets, and Center Street from Pine Street to Pickering Corner. EDC website has been established to promote ERZ zones, new business and business relocations to Wolfeboro.

EB 11: "Strengthen the year round market position of existing businesses through review of Wolfeboro's land use regulations to facilitate business growth and development".

Rob Houseman stated that zoning changes initiated by the planning board have streamlined the application processes for business changes. Example: Change of Use/ Change of Occupancy is now by permit and does not have to go before the Planning Board. Change in Wolfeboro Falls Zoning promotes business growth.

EB 4: Strength the mix of professional businesses by instituting a businesses clustering strategy."

Rob Houseman indicated business overlay zones are encouraging like businesses to grow in the same area of town: i.e.; health care related industries on South Main Street near the hospital and service industries such as landscape businesses, boat storage facilities, town garage, flooring business, lumber business on Pine Hill Rd.

H 15: "Encourage the redevelopment of Greater Downtown Area properties with mixed

high-density residential and commercial

It was stated by Kathy Eaton that this goal will be a topic of discussion for the August, 2014 meeting.

4. New Business:

a. A Carousel for Wolfeboro

Alan Harding suggested that a carousel for Wolfeboro would be a place to socialize and have fun, both for grownups and kids. It would attract people to town and be good for Wolfeboro's economy. Alan said that there is a National Organization for Carousels that can provide additional information.

He had three main questions: (1) Does the EDC have an interest in pursuing it? (2) Where would the carousel be placed? and (3) How much would the carousel cost?

Other questions were: (1) Would the town own the carousel or would it be privately owned? And (2) Who would operate and maintain the carousel?

Dave Owen indicated that presently there are a lot of fundraising projects already existing within the town: i.e.; Friends of the Town Hall and Friends of the Library.

Mary DeVries said she likes the idea and could poll the Chamber of Commerce by e-mail to see what kind of interest there might be in pursuing this goal, if not right now, perhaps later.

Kathy Eaton stated that it should be something that the EDC committee should be thinking about since it does relate to economic development within the community.

Alan Harding asked if the Town has any existing properties that could house the carousel, along with parking.

Rob Houseman said Foss Field on Lehner Street would be a logical location, although the town would not want to give up existing facilities there because they are heavily used. He suggested that if the town acquired the two derelict buildings next to the town property, that could be a good location.

It was agreed that the carousel would be included in the EDC goals list for prioritization.

b. Business Cards

Alan Harding thinks EDC members should have business cards as a means of introducing and identifying themselves with existing and proposed businesses in Wolfeboro. Others agreed they would be helpful especially in regards to the BR&E Project.

Dave Owen said there is no money in the 2014 EDC budget for cards, maybe next year.

Rob Houseman said he might have some money in his 2014 budget.

Mary DeVries suggested a generic type of business card that could be folded leaving the 'inside' blank, where the member could write their name or a message.

Rob Houseman stated that Mary's idea creates a universal opportunity to convey a personal name and message, and also a thank you.

Kathy will talk to the two printers in town and find out the cost to print cards.

5. Other Business:

None was reported

6. Town Manager/Selectmen's Representative Report:

Mary DeVries stated that the Chamber of Commerce's Board of Directors has decided not to propose any change to the two-hour parking limit. Most businesses are happy with it. Good things were said about the positive effect the new Glendon Street parking lot has had on the parking situation in town. The Chamber is looking into what other communities are doing about their parking situations.

Rob Houseman discussed information about the QR codes. Rob indicated that he does want the QR displayed in some format. Rob proposed either a sticker displayed or a card so that people will have driving directions to an event and what's going on for activities in Wolfeboro.

Dave Owen stated that in two weeks the town offices are moving out of the Town Hall into a wing of the Huggins Hospital and the Town Hall will become a construction zone. There is information on the Town of Wolfeboro website about the town hall closing and town

office locations.

Kathy Eaton recounted an experience by a Wolfeboro business owner who received a parking ticket while making a quick delivery at the town docks. She noted that the vehicle was not identified as a commercial vehicle

Dave Owen said the business owner should have discussed this with the Police Commission.

Rob Houseman said it is the town's policy not to enforce parking violations by delivery vehicles, however, the management of the businesses in town need to tell their vendors where to park for deliveries and best hours for delivery. Bradley's Hardware was used as an example of a business that does this well.

Dave Owen and Kathy Eaton reported that UNH is offering an Economic Development Academy beginning in late August. Denise said the NHEDA is offering scholarships for the course, which will run for four all-day sessions in Manchester and three on-line sessions. Kathy handed out information sheets.

7. Adjournment:

At 9:35 a.m. Denise Roy-Palmer moved to adjourn and Mike Roush seconded. All members voted in favor.

**Respectfully Submitted,
Diane Alger**