

Whitefield Economic Development Corporation

WEDC May MEETING MINUTES

The WEDC meeting was called to order **May 16, 2018** at 6:35 PM. Present were Rick Wright, Scott Burns, Sandy Holz, Stan Holz, Bob Stiles, Katy Kopp, Gerry Pons, Roxie Severance, Cory Pons and guest ,Greg Ainsworth.

The last month's minutes were read. A motion to accept the minutes as written were made by Roxie and Bob seconded them. Minutes were approved by a unanimous vote.

Presentation of **bids for the timbering contract s** made by Greg Ainsworth. There were 15 contractors at the pre-bid meeting and 10 bids were received. The **high bid of \$73,100 was submitted by Timberwolf Logging**. A Timber Sale Bid Summary sheet was submitted by Gregg for record. Greg's recommendation to the Board was to accept the Timberwolf proposal. A **motion to accept the Timberwolf proposal** was made by Stan and seconded by Bob Stiles. The motion to accept the Timberwolf proposal was made by Stan and seconded by Bob Stiles. The motion to accept was unanimously approved. Greg stated the project should commence on or about the end of June depending on weather conditions with completion sometime in October. It was agreed the contracts including the "Intent to Cut" and "Wetlands permit" should be signed by the Town, since it is Town owned land. Gerry was to verify with Judy Ramsdell and or Peter Corey. Greg suggested that a small section of the Pondicherry Trail be closed for several days while cutting was going on in that area for safety purposes. Greg and or Gerry would approach the Town for guidance and trail access contacts.

Treasurer, Rick Wright informed the Board that a checking **account was opened at The Bank of New Hampshire** with WEDC funds approved by the Town. The total amount deposited was \$5000 less the \$75 that the Town paid for the New Hampshire annual report fee. **Total amount deposited was \$4,925**, It was agreed to have two signers on the account, Rick as Treasurer and Gerry as President. It was further suggested that only one signature is required for checks of \$500 or less and two signatures for \$501

or more. A motion was made to accept the above by Katy and seconded by Bob and was approved unanimously.

An update was given on the **acquisition of the Downtown Whitefield buildings**. In addition to the two buildings currently under review, two more buildings were added. CEDC at the request of WEDC, is actively in negotiations with the property owners and also seeking funds for a feasibility study and preliminary design. A source of grant funding has been approved for the feasibility study. Additional sources, both Federal and State, have preliminary support to fund design and engineering. Additional funds are being pursued to assist in the purchase of the buildings.

The Board discussed possible **availability of the Fiske Barn**. This property is at the far end of the Town Parking Lot. It was suggested that the barn could be utilized for several different options. Bob Stiles offered to discuss with the current owner the availability and terms and conditions. Bob would report back to the Board.

Scott Burns discussed progress in seeking insurance **quotes to provide liability coverage** for the Board members. Scott received one quote that contains one million dollars worth of liability coverage, with a yearly premium of approximately \$1100. The Board asked Scott to see if he could secure at least one more quote.

Gerry said the grants and grant writers were being pursued for the parking lot project between the Woodburn House and Cumberland Farms.

A general discussion regarding **revising the By-Laws** was started. Points discussed to guide the review.

- Age limit
- Definition of member and director
- Size of Board, minimum/maximum
- What constitutes a quorum
- Fixed monthly meeting date
- Process for “special meeting”
- Possibility of e-mail voting for special “time sensitive” issues requiring a vote
- Term limits

Suggestion was made prior to next meeting each Board Member would provide a list of important issues to be discussed.

Finally, "Confidentiality Agreement" and "Conflict of Interest Agreement" were signed by Board members present.

Rick made a motion that the meeting be adjourned, Stan seconded it and the meeting adjourned at 8:04 PM.

Respectfully submitted,

Cory Pons, Secretary