

**Minutes**  
**SKOWHEGAN ECONOMIC DEVELOPMENT CORPORATION**  
**MEETING**  
**February 10, 2016**  
**7:00 AM**  
**Renaissance Center – Conference Room**

**Members Present:**

John Jordan, Chairman  
Kurt Maynard, Vice Chairman  
Jason Gayne, Treasurer  
Betty Austin  
Sally Dwyer  
Billy Finley  
Todd Smith

**Members Absent:**

Reid Gibson  
Doreen Poulin

**Others Present:**

Pete Martell, New Balance Rep.  
Kristina Cannon, Main Street Skowhegan Director (arrived 7:11 a.m.)  
Amanda Clark (arrived 7:11 a.m.)  
Dena Rich, Recording Secretary  
Jeff Hewett, Director of Economic & Community Dev.

\*Agenda item 3 and 6 was moved to beginning for guest presentation.

**1. Approve the Skowhegan Economic Development Corporation minutes from the “regular” meeting January 19, 2016.**

Motion by Kurt Maynard, seconded by Jason Gayne to approve the minutes from the “regular” meeting January 19, 2016. Vote 7-0, motion carried.

**3. Discussion and decision on New Balance Lease of the Industrial Building in Northgate.**

Jeff Hewett let the Board know that New Balance is coming to the end of their first 5 year lease with SEDC. In the lease agreement New Balance has the option for a renewal of a 5 year lease. Jeff Hewett said he has had some discussions with Pete Martell. As a Board we need to decide if the lease is staying at the same rates, or the Board would like to increase; so that Pete Martell could take this information back to his company. In the lease agreement a \$2.00 square foot lease, triple net, and New Balance paid all other expenses; fire protection, insurance, taxes, sprinkler test, lawn care and plowing.

There have been repairs done to the insulation in the ceiling; by a contractor by using a tape to hold the plastic back together. This morning Pete Martell brought it to Jeff Hewett’s attention that these repairs do not seem to be working. Our office will have a

look and get a contractor back up to fix this issue. There is a place on the outside of the building that has some damage; not sure by whom we have contacted the plow person and he says he did not do it. This will be taken care of in the spring.

Pete Martell is the Facilities Manager for Maine for New Balance. He was the facility supervisor for Skowhegan which we will be dealing with the new facility supervisor Vern Palmer. New Balance would like to renew the lease; the space is used for storage of raw materials. They have a shoe called the Life Style shoe that is made out of leather. This space gives them a great area for climate control; they like to keep the area in the mid 50s. New Balance would like to keep the rates the same; there is a budget to keep this facility operational for the company. This is the only leased storage space they have in Maine.

Jason Gayne asked is the space up in the building is big enough for your business?

Pete Martell answered yes for the business needs now. Perhaps if other tenants move on New Balance might be interested in occupying the whole building.

Motion by Betty Austin, seconded by Kurt Maynard to approve a renewal lease agreement with New Balance for a 5 year lease at \$2.00 square foot, triple net and other expenses paid. Vote 6-1, motion carried Jason Gayne opposed.

#### **6. Discussion and decision for an RLF Loan request to The Maine Barkery owned by Amanda Clark.**

Jeff Hewett introduced Amanda Clark-Quirion to the Board as the Main Street Skowhegan Savings Bank Entrepreneur winner. She is getting a \$10,000.00 forgivable loan through Skowhegan Savings Bank and about another \$10,000.00 of other value in business to help her business. Amanda first came to us requesting a \$30,000.00 loan but has reduced to a \$20,000.00 since winning the Entrepreneur contest.

Amanda told the Board she makes an all natural dog treats currently out of her home. She is planning on moving into the Skowhegan Downtown at 134 Water Street. She is planning on expanding her wholesale business along with some retail in this new space. She told the Board the \$20,000.00 loan would be to purchase inventory such as equipment to be able to open. She is currently selling at 15 locations different locations from here to Portland. Some places are Uncle Deans in Waterville, all of Damon's Quick Stop, Planet Dog in Portland and T3he Bankery in Skowhegan.

John Jordan asked Amanda who her chief competitors are?

Amanda told the Board that there are couple similar products in southern Maine; one is the Growling Gourmet in Biddeford. But her treat are all oat based compared to their products. She told the Board that she get all her grains from Maine Grain Alliance and tries to buy all her other ingredients locally.

Billy Finley asked Amanda what kind of equipment will you need or are moving from your home to the new space?

Amanda said it is crazy now she using a home kitchen aid mixer and her home stove. She would like to buy bigger mixer, bigger ovens, and more space for storage.

Betty Austin asked Amanda is she would be still cooking at her home or at the new space? Do you have any intention of hiring employees in the future?

Amanda said she is planning on moving everything to the space in the Downtown and cooking there. She is hoping by summer to be able to at least hire a part time person.

Billy Finley what is the shelf life of your products?

Amanda said she has not seen any yet, she has kept bags for months upon months and they don't show any signs of spoiling. She says it is better for them to sit longer it makes them dryer and once they are sealed it doesn't cause any problems.

John Jordan asked what are your plans for breaking into new markets or clients?

Amanda said she always has a list of new clients she wants to talk with. She gets samples together and information and drives to speak with them.

Kristina Cannon just let the Board know that Amanda just launched her website back in November [www.themainebarkery.com](http://www.themainebarkery.com).

Billy Finley asked what are your margins like for your products?

Amanda said her costs of goods are about 30% for what she sells them for wholesale. She is hoping when she can buy in bulk more this will decrease.

Billy Finley asked Amanda what she would like to see for terms for this \$20,000.00?

Amanda said she would like to have a 15 year term and try and pay off sooner and 6% interest seemed fair but a lower interest rate she would accept.

Motion by Kurt Maynard, seconded by Betty Austin to approve a \$20,000.00 to Amanda Clark-Quirion owner of The Maine Barkery with a term of 7 years with first 2 years interest only payments and 5 years with principal and interest payments with interest set at 6%, also giving an option to request after the first 2 years to come back to the Board for changes to the remain loan term. Vote 7-0, motion carried.

Subject to Amanda answering the questions of what her responsibilities are for the space such as what is covered by lease, square footage, triple net lease, and repairs? And also what is in the cost for the amount of her sign is a moveable sign?

**2. Approve the Skowhegan Economic Development Corporation financials from January.**

(Kurt Maynard left 8:10 a.m.)

Motion by Billy Finley, seconded by Todd Smith to approve the financials from January. Vote 6-0, motion carried.

**4. Discussion and decisions on Gerald Thibault Lease of office space on the second floor of the Renaissance Center. (Lease due April 2016).**

Motion by Todd Smith, seconded by Betty Austin to renew a one year lease with Gerald Thibault for the second floor office space with the same rate of \$400.00 a month with all utilities included except telephone service. Vote 6-0, motion carried.

**5. Discussion and discussion on Leah Donoghue Lease of Retail Space on the ground floor of the Renaissance Center. (Lease due in April 2016).**

Motion by Billy Finley, seconded by Sally Dwyer to renew a one year lease with Leah Donoghue for the Retail Space with the same rate of \$400.00 a month with heat included. Vote 6-0, motion carried.

**7. Items by the Members.**

- a. **Broadband Goals-**Billy Finley attended the Broadband Meeting at the Community Center in January. Jeff Hewett let the Board know that there will be another meeting February 18<sup>th</sup> at the Old Point Avenue School in Madison. The office has been working to get ready for the Planning Grant with ConnectME that is to be open to apply for in March.
- b. **Natural Gas Goals-**Todd Smith is still working to contact the representative for Summit to see when they are available to come speak to the Board.

(Billy Finley left 8:26 a.m.)

- c. **Acquisition/Development Goals-**This item was put on hold; Board Member not available to comment.
- d. **Marketing Goals-** John Jordan, Sally Dwyer, Jeff Hewett and Kristina Cannon meet and discussed that a business plan and capital campaign with Weston Group for the Run of River project. SEDC may be able to access funds or grants to help build a boat house for the project for example. The end of the discussion was about making a web portal for the general public to bring all of the information of business attractions and tourism events.
- e. **Run of River Goals-** This was discussed during the Marketing goals.

## **8. Economic & Community Development Office Items.**

Jeff Hewett let the Board know outside of working on the Broadband, we are working with the TIF Committee. The Committee is working on the redevelopment of the Downtown TIF and expansion; a public hearing will go in front of the Selectmen March 22, 2016. The TIF area has expanded more to include the Southside of Town and further up Madison Avenue. Jeff told the Board he will bring the maps to show all of new plans and what other businesses have been captured into the proposed expansion.