

Minutes
SKOWHEGAN ECONOMIC DEVELOPMENT CORPORATION
MEETING
May 11, 2016
7:00 AM
Renaissance Center – Conference Room

Members Present:

Jason Gayne, Chairman (arrived 7:12 a.m.)
Kurt Maynard, Vice Chairman
Todd Smith, Treasurer
Betty Austin
Reid Gibson
John Jordan
Doreen Poulin

Members Absent:

Sally Dwyer
Billy Finley

Others Present:

Dena Rich, Recording Secretary
Jeff Hewett, Director of Economic & Community Dev.
Kristina Cannon, Main Street Skowhegan Director
Traci Robbins

- Agenda item 4 was moved before item 2 for guest presentation.

1. Call meeting to order.

Kurt Maynard called the meeting to order, quorum was met.

4. Discussion and decision for a Micro Loan requested for Traci Robbins.

Jeff Hewett introduced Traci Robbins to the Board; who is opening a daycare on Waye Street in Skowhegan. He asked Traci to explain the new daycare she will be opening and what she will be using the Micro Loan funds for in her business.

Traci Robbins let the Board know she will be opening a daycare in her home on Waye Street in Skowhegan. She said the requested funds will be used for startup costs and safety materials for the playground.

John Jordan asked what safety materials would she need for the playground?

Traci said the materials would be woodchips, fencing and repairs to the side of her garage due to chipping paint. These safety requirements are needed for State licensing to approve her daycare facility.

Todd Smith asked if Traci would be having any employees at this time and what was the

maximum number of children she could have at her daycare?

Traci said at this time she would not be hiring anyone to help her. She is getting licensing for eight children (Infants to 12 year olds) to be in her facility with her working. She is hoping later down the road she will be able to expand and have a couple of employees. Her mother is soon to be retiring and will be volunteering at the daycare as well.

John Jordan asked Traci if she will apply to the State for the quality designation of child care?

Traci said not at this time but she will be looking into it the future.

John Jordan said that it increase the credit on the State of Maine by 50%. This credit would be something that people who are looking for daycare services for their children are very interested in getting.

Reid Gibson said he had looked over Traci's packet along with her credit score and said everything looked good to him. He asked Traci why she had chosen to come to the SEDC Board and request a Micro Loan instead of a traditional local bank loan?

Traci said at this time she does not have any income. Her husband has just passed away and she had to close the used car dealership that they owned together.

Todd Smith asked who or how much completion did she have in Town?

Traci said she wasn't sure of the exact number. Jeff Hewett also added in that no one really knows, because there are a lot of unlicensed daycares.

Traci did add in that there's a need for daycare facilities; she has had a lot of parents asking when her opening date is. She has told the parents she doesn't have one at this time because she is still waiting on licensing to approve her.

Motion by Reid Gibson, seconded by Betty Austin to make recommendation to the Skowhegan Board of Selectmen to approve a \$5,000.00 loan with a term of 3 years at 6% interest, with no security. Vote 6-0, motion carried.

2. Approve the Skowhegan Economic Development Corporation minutes from the "regular" meeting April 13, 2016.

Motion by Betty Austin, seconded by Todd Smith to approve the minutes from the "regular" meeting April 13, 2016 with correcting the spelling error. Vote 6-0, motion carried.

3. Approve the Skowhegan Economic Development Corporation financials from April.

Jeff Hewett let the Board know that the office will be sending out a certified letter to Amy Verville owner of Horsin' Around Daycare; she is delinquent in payments by a couple of months.

Jeff Hewett also let the Board know that Mark Paradis of TNT Auto Glass had sold to Tim Rines a van that he thought wasn't part of the security for the loan. He found out that it was when the Title came back with the SEDC as a lien holder. Jeff said that they have made their payments and has paid back about \$7,000.00. Dena mentioned that she had looked on Kelly Blue Book the value of the van and at a good and fair condition was worth \$2,800-\$3,000. Jeff said that Mark was willing to go along with what the Board decided.

Kurt Maynard recommended asking Mark Paradis if he would be willing to place \$1,000.00 of the sales price of the van on the principal of the loan to release the security on the van. Jeff said he would contact Mark after the meeting and contact the Board by email with Marks answer.

Motion by Todd Smith, seconded by Reid Gibson to approve the financials from April. Vote 6-0, motion carried.

*Jason Gayne took over the meeting.

5. Review and Approve the SEDC By-Laws.

The SEDC By-laws were reviewed and no changes were made. All Board members at meeting signed the approved By-laws.

6. Items by the Members.

Jason Gayne passed around to the Board to get approval of a revised agenda for the Board meetings. He also wanted to discuss with the Board about the New Business Certificates. He would like to have the Boards opinion and ideas on the look of the Certificates that is going to be used going forward.

Jeff Hewett said the office would work on a couple of different versions and bring them back to the Board. He also invited anyone on the Board who wanted to bring their own versions to the next meeting as well.

Jason Gayne did ask that he would like to go into executive session to cover a few items at the end of this meeting.

a. Broadband Goals

Jeff Hewett updated the Board that yesterday the committee met with Axiom Technologies and Tilson Technologies for work on the Planning Grant. The committee is hoping to finish the grant process in eight months time.

b. Natural Gas Goals

Todd Smith spoke with the Summit Safety Director; he said that there should be a response sent out the salesman. Todd wanted to know before he did this that if the Board would like Todd to send a letter as himself with the concerns or like the letter to come from the Board. The Board agreed it would make more of impact to come from the SEDC board. Jeff said he would sit down with Todd and write up a letter and before sending out email the Board for their approval.

c. Acquisition/Development Goals

The KVI will be opening Friday May 13 at 7:30 p.m.

Kurt Maynard asked if anyone knew who bought the Belmont Hotel?

No one on the Board knew who had purchased it. Jeff said he would do some research and get back to the Board.

- Betty Austin left meeting at 7:40 a.m.

d. Marketing Goals

Kristina Cannon let the Board know that the Business Enhancement Committee met a couple of weeks ago; to talk about what they could pull together for the Business Incentive package. They are welcome to have a collaborative information pool. The Committee would love to partner with SEDC on the Open for Business Campaign.

e. Run of River Goals

Jeff Hewett updated the Board saying that Kristina Cannon is working on the Business Plan. Also the feasibility will be coming back in final draft form in the near future. Kristina Cannon said she actually had the final draft in her email from Planning Decision but she had a couple of other items she wanted to add to it before the final draft comes out.

7. Economic & Community Development Office Items.

Jeff Hewett updated the Board about the damage at the Genplex building in Northgate Industrial Park. One of the 8 x 8 posts holding a roof on a loading dock area was broke in half. We have not been able to prove who did it. Jeff contacted Ken Lexier the Town attorney; because this incident opened up who was actually responsible for the repair. Ken Lexier said the responsibly from our Lease with Genplex says that there is a clause stating Genplex would be responsible for this damage. The insurance company for SEDC has been notified, we gave them a copy of the Lease as well. The repair work will be around the \$2,000.00 range to fix, but we do not have a final cost until the first of next week.

Motion by Jason Gayne, seconded by Reid Gibson to enter into Executive Session and to discuss financials and to allow Dena Rich as recording secretary to be in the room. Vote 6-0, motion carried. {7:53 a.m.}

Motion by Todd Smith, seconded by Kurt Maynard to exit the Executive Session at 8:31 a.m. Vote 6-0, motion carried.

No motion for action.