

Jan 9, 2017
Unity EDC Meeting Minutes
Unity Town Office

In attendance: Mary Leaming, Clem Blakney, Tony Avila, Lucia Picard, Joe Saltalamachia, Emily Newell, Mary Ann Hayes, Gail Chase – on conference call
Excused members: Dan McCormick, Mike Gold, Jim Buckle
Unexcused member: Najean Shedyak (Selectmen confirmed she had been appointed)
Resigned from committee: Chia Murdock (broken wrist)

Meeting called to order 6:05

- Meeting minutes from Dec 5th reviewed and approved
- Finances- review of TIF account appropriations and expenditures- Emily provided a spreadsheet that she had prepared and and Town Clerk Kari Picard will now keep updated.. Now very clear what is remaining from each appropriation with warrant article wording for usage parameters. Due to earlier bookkeeping error, Town has over-appropriated by about \$6000 so we can't spend it all until 2017 taxes collected and put in account in September. Committee thanked Emily for getting this straightened out and clearly presented so funds can be properly managed.
- Discussion about % of expenditures for KVCOG dues and web site that should be charged to TIF account. Decision was 100% KVCOG for 2016 and 50% for 2017, pending types of services used and 75% for web site subscription fees both years. Emily made a motion to adjust (decrease) the appropriation of TIF money spent on website fees to 75% - majority approved
- General discussion about what percentage of the town clerk's time (on projects above and beyond her normal clerk duties) can be paid from TIF funds – Emily is following up on this....

Grow Smart update:

Mary Ann shared the draft of the UF Grant application as amended and proposed (to tailor the Grow Smart program outline closer to the specific goals and needs of the town of Unity)

Work ongoing to develop a searchable online database for Unity area businesses accessed via the town website. Mary Ann researching with GovOffice to see what the options are. Lucia and Mary Ann to follow up with Town Clerk to discuss software capabilities of current website. Not clear who will pick up collecting the rest of the info from businesses and seeking their permission to publish on the web site.

Gail reviewed the full 2017 TIF Program description. It was agreed to have the following general categories:

1. Administration
2. Public Expenditures (public safety, public facilities)
3. Revolving Loan Fund (small businesses)
4. Marketing Grant Program for Events/Promotions (community groups or multiple businesses)
5. Community Grant Program (all other eligible purposes, including trails)
6. Strategic Initiatives (lodging feasibility, other compelling opportunities that come up).

The Community Grant Program was discussed in detail. Some changes made to the draft- including the requirement that applicants turn in their completed paperwork no later than 12:00 noon on the last Friday of the month to be considered at the next Committee meeting. Mary Ann will write up proposed changes and forward to Gail to work up final draft.

*****2017 TIF Budget Recommendations (new approps needed highlighted)-**

It was agreed that all public expenditures (government) would need to be requested by the Selectmen of Fire Department or other public body by December 1 of each year to be considered for the following year's appropriations. A lot of money was committed in this category in 2016. Only the \$10,000 Fire Truck Fund allotment will be recommended for 2017. \$500 in Traffic Calming can be used from a prior appropriation. The Committee reviewed remaining amounts in existing appropriations and recommend the following, with those highlighted needing a new appropriation.

\$500.00	Traffic calming
\$1500.00	50% of KVCOG dues
\$3000.00	est clerk admin / EDC
\$500.00	75% GovOffice annual web site subscription
\$1000.00	est potential software for website
\$10,000.00	Marketing Grant Program
\$5,000.00	Community Grant Program
\$10,000.00	Fire Truck Fund
\$55,000.00	Revolving Loan Fund (noting there is some flexibility given warrant article wording)
\$35,000.00	Strategic Reserve (safe remainder of anticipated 2017 revenues).

We also have about \$3000 remaining from earlier professional services appropriation available that might be used in a number of categories.

The group agreed to meet the following Monday at 6 to confirm the appropriations recommendations and meet with GrowSmart staff to plan out the Making Headway program. *[Note: Since rescheduled to Wednesday at 6:30 pm].*

Meeting concluded 8:20pm
Respectfully Submitted,
Lucia Picard