

Unity EDC Minutes - February 6, 2017 (Approved 2-23-17)

Unity Town Office

In attendance; Mary Leaming, Jim Buckle, Joe Saltalamachia, Mary Ann Hayes, Dan McCormick, Clem Blakney, Tony Avila

Excused members: Lucia Picard, Emily Newell, Mike Gold, Gail Chase

Unexcused member: Najean Shedyak

Meeting called to order 6:00 PM.

Mary Ann agreed to take the minutes in Lucia's absence. It was noted that Najean had not made any of the 3 meetings or provided a reason for absence since she had been appointed in December. Tony promised to talk with her.

Minutes of January 9 Meeting: On a motion by Dan, seconded by Jim, the minutes were approved as presented.

RLF Update: Jim shared the final program description and application materials. The program will be launched once the town attorney has reviewed all the materials including the loan agreement that will be executed between lenders and the Town. The ball is in Emily's court to connect with attorney. Tony promised to help Emily move that along. Jim will then be the liaison between the attorney and the RLF Committee to make any needed changes before launching the program.

Business Directory Update: Mary Ann reported that she was having trouble with this. She, Lucia and Kari met briefly and agreed that the GovOffice software solution of using the menu structure as business categories and then entering each business underneath would be clumsy to use and intolerable to maintain. If we use another program, it will have to be hosted off the site, accessed by a link, which is fine. So far Mary Ann has not found a program to recommend and has not even found a searchable business directory to emulate. She asked for Committee members to help find examples as models. MOFGA.net and the Mid-Maine Chamber of Commerce were suggested; she will look at those.

2017 TIF Appropriations: Mary Ann walked the Committee through an updated spreadsheet. There was prolonged discussion regarding continuing the annual fire truck fund appropriation, especially given the \$9500 just put towards the new traffic response truck. It was agreed to keep it for 2017 but to warn the Department that next December the committee will be looking at all its options and setting priorities. It was also agreed to research whether any reserve fund commitments (other than the RLF) could be held after 2025 when the District term ends. It was noted that Emily did not support the \$35k request for Strategic Initiatives as it was too vague. The Committee discussed the pros and cons and felt there would be enough checks and balances to request that the funds be made available. They would not be available until taxes were collected and transferred in the Fall at any rate. It was also agreed to bundle the Community Grant Fund and Strategic Initiatives amounts so there would be some flexibility as demand and opportunities presented themselves.

On a motion by Clem, seconded by Jim, the 2017 TIF Appropriation Recommendation was unanimously approved as follows:

- \$40,000 for Community Grant Program and Strategic Initiatives
- \$10,000 for Fire Truck Fund

EDC Bylaws: On a motion by Clem, seconded by Joe, the draft bylaws were unanimously approved as presented.

Marketing and Community Grant Programs: We ran out of time so this will have to be finalized at the March meeting unless a special meeting is called.

Town Report Prep: This will have to be drafted and approved by email or special meeting as it will be due before the regular March meeting.

Destination Unity Session Planning: Tyler and Nancy from GrowSmart were connected by phone. The plan for the February 12 session was refined. GrowSmart committed to sourcing at least 2 more facilitators, who will also be the scribes and do the reporting out for the small groups to prevent any opportunity for bias. Mary announced that she had ordered lunch for 60 from Shop 'n Save. It was agreed that coffee and water would be needed in addition. Tyler and Nancy will refine the draft outline and send it out for final approval, along with the public agenda and an evaluation form.

The meeting adjourned at 8:10 pm.

Respectfully submitted,
Mary Ann Hayes