

Minutes
SKOWHEGAN ECONOMIC DEVELOPMENT CORPORATION
REGULAR MEETING
June 6, 2018
7:00 AM
Renaissance Center – Conference Room

Members Present:

Jason Gayne, Chairman
Doreen Poulin, Vice-Chairman
Todd Smith, Treasurer (left at 7:49 a.m.)
Kristina Cannon
Matt Dubois (arrived 7:11 a.m.)
Bill Finley (left at 8:03 a.m.)
Reid Gibson
Kurt Maynard

Members Absent:

Betty Austin
Sally Dwyer

Others Present:

Dena Rich, Recording Secretary
Jeff Hewett, Director of Economic & Community Dev.

1. Call regular meeting to order.

Jason Gayne called meeting to order at 7:06 a.m., quorum was met.

2. To nominate and elect new officers

(Agenda items 2 a., b. and c. were a combined motion and vote)

a. Chairman

Motion by Billy Finley to nominate Jason Gayne as SEDC Chairman, seconded by Reid Gibson. Vote 7-0, motion carried.

b. Vice-Chairman

Motion by Billy Finley to nominate Doreen Poulin as SEDC Vice-Chairman, seconded by Reid Gibson. Vote 7-0, motion carried.

c. Treasurer

Motion by Billy Finley to nominate Todd Smith as SEDC Treasurer, seconded by Reid Gibson. Vote 7-0, motion carried.

3. Approve the Skowhegan Economic Development Corporation minutes the “regular” meeting May 2, 2018.

Motion by Bill Finley seconded by Todd Smith to approve the minutes from the “regular” meeting May 2, 2018 as written. Vote 7-0 motion carried.

4. Approve the Skowhegan Economic Development Corporation financials from May.

Motion by Todd Smith, seconded by Reid Gibson to approve the financials from May. Vote 7-0, motion carried.

5. Old Business

a. Discussion and decision on Don Acorn Lease renewal of office space on the second floor of the Renaissance Center. (Lease is due August 2018).

Motion by Reid Gibson, seconded by Matt Dubois to renew a one-year lease with Don Acorn for the Office Space on the second floor of the Renaissance Center with an increase of 1% or a minimum of \$5.00 increase for a monthly rate of \$430.00 with heat included. Vote 8-0, motion carried.

**b. Overview KVI Project
a. Town Meeting**

Jeff Hewett let the Board know that on the Town Meeting Warrant we have two items for SEDC. One is the Town accepting the easement for \$15,000.00, the other one is the Town accepting the Pocket Park. If the Town accepts the Pocket Park, the money that was allotted for the Park through SomersetEDC will come to SkowheganEDC.

Matt Dubois asked if the Pocket Park will be on this warrant or slated for the one in the fall?

Jeff Hewett said he was not 100% sure he would have to check on it.

Jason Gayne said he believed it was going on this coming warrant for June it was like on of the last items on the warrant.

Jeff Hewett let the Board know the Town Meeting is scheduled for Monday, June 11th the second Town Meeting will be hopefully schedule for some time in August. So, the item about the Pocket Park will be decided this year.

b. Abatement

Jeff Hewett let the Board know that the Abatement will be starting June 11th with Eastern Maine Environmental. The Abatement should take about a week. Jeff Hewett said he has talked with Eben at Eastern Maine

Environmental a few times now and he said he all set; he will bring his own power and water to do the job.

c. Demolition

Jeff Hewett let the Board know that demolition should be the third or fourth week in June.

Jeff Hewett said for both abatement and demolition he will be contacting surrounding property owners so they are aware of what is going on.

Kurt Maynard asked if the abutters letters have gone out to see if they are willing to contribute to the project?

Jeff Hewett said at this time no letters have been sent out. He would send them out if the Board wanted to move forward with that at this time. Jeff said he would work on a letter and email the Board for their approval.

c. Discussion and decision of Tom McCarthy's Proposal of Fill/Leveling at Southgate Industrial Park

Matt Dubois asked didn't we already agree to this?

Jeff Hewett said yes but that we had not gotten the cost estimates or prices that Tom was going to charge to use his equipment and labor.

Jeff Hewett said that he went down to the lot at Southgate with Randy Gray and Tom McCarthy to look over the land. There is the front corner of the lot where Tom can cut some trees out, stump it and fill into that section. There will be no added expense on us, the work he does for us will match what he takes for fill.

Reid Gibson asked what he was going to give us per yard?

Jeff Hewett said it is \$3.00 a yard. Tom has everything labeled out on the quote for the equipment use and labor is when they go in a cut the trees out.

Jason Gayne asked was he looking for 5-600 yards of fill?

Reid Gibson said \$3.00 a yard seems low?

Jeff Hewett said this is fill that came out of the lots 5 & 6 when Civil Arms was constructing their building and also when we built the road into the park. Jeff said that this information is total up to the Board if they agree with it.

Reid Gibson asked if the fill is loam?

Jeff Hewett said very little is a lot of it is clay.

Todd Smith said as long as we are not paying the labor rates for him to haul the fill. If the labor is to just cut the trees and spread the dirt around for us that is fine. But if we are paying him to haul fill Todd said doesn't agree that.

Jeff Hewett said no the labor is just for our work done on site. He also said he has made clear to Tom that there is no bill at the end of all this and if he goes over that is on him. Jeff also let the Board know that this work Tom does to the lots may not completely level them but it will be a good start.

Todd Smith asked if there was interested in those lots?

Jeff Hewett said he has not had any interest in the lots, but has others interested in other buildings or properties in town.

Motion by Reid Gibson, seconded by Kurt Maynard to accept Tom McCarthy's proposals as long as we can get in writing there will be no bill when the project is done. Vote 8-0, motion carried.

6. New Business

a. Discussion and decision on By-Laws.

Jeff Hewett let the Board know that the biggest question has been the issue of who could be on the Board as members. We are looking to add to Article III section 1 to add a vested interest in Skowhegan. At this time, it states:

All directors of the corporation shall be appointed annually by the Board of Selectmen and as recommended by the existing Board of Directors.

All members must be a resident of the Town of Skowhegan; or must own, operate, or be employed by a business or government entity in the Town of Skowhegan.

Motion by Reid Gibson, seconded by Kristina Cannon to amend Article III section 1 of the SEDC By-laws to say:

All directors of the corporation shall be appointed annually by the Board of Selectmen and as recommended by the existing Board of Directors.

All members must be a resident of the Town of Skowhegan; or must own, operate or be employed by a business or government entity in the Town of Skowhegan, or formerly the aforementioned.

Vote 8-0, motion carried.

Motion by Matt Dubois, seconded by Todd Smith to approve the amended By-Laws and make recommendation the Selectmen to accept the amended SEDC By-Laws. Vote 8-0, motion carried.

b. Goals for SEDC for 2018.

The main goal that Board agreed on was to sell the KVI property at the highest possible price.

The Board also said that we should get a sign and place it on the property as advertising the property, if there is no interest look possibly into listing with a real estate company.

Reid Gibson said we should get a fair market value price from a realtor to see what the land will be worth.

Motion by Reid Gibson, seconded by Matt Dubois to authorize Jeff Hewett to get a price opinion from Chris Perkins or other Realtor with a cost not to exceed \$500. Vote 8-0, motion carried.

Jeff Hewett said he would look into getting quotes on a sign for the KVI property and email them out to the Board.

Doreen Poulin said for 2018 it would be nice to sell the remaining lots in Southgate.

Jason Gayne said there are a few things we need to discuss about both Southgate and Northgate and asked Jeff to explain.

Jeff Hewett let the Board know about our current mowing contract with Mark Frasier owner of Fraz Landscaping. Our office struggles every year with getting him started on spring clean-up and to be consistent in mowing both parks the remainder of the season. Our office sent out a certified letter to him to give him a deadline for spring clean up and if he did not meet the deadline we would be sending it back out to bid; He started the day of the deadline.

Reid Gibson asked if in the contract it stated that the mowing had to be done weekly?

Jeff Hewett said the contract doesn't state that but there is a certain amount of height it needed to be mowed. Jeff Hewett said that we will finish out the contract, but when we bid this back out that we do not accept his proposals. This is not the only time we have had these issues, the contract before this one he had with us as well and we struggle thru that 3-year period as well.

Jeff Hewett let the Board know that at Northgate the building needs a new ridge cap; over the past year there were a few places that had been leaking on the New Balance side. The loading dock roofs where they attach to the Building are having some seepage. Also, on the loading docks where the

trucks tires rest the ground is settling; which gives the next truck coming a hard time to line up with the doors. The parking lot will need to be top coated to fill in the cracks. Jeff Hewett said he will be getting quotes for these items and get the information back to the Board.

Reid Gibson said if we have the funds and the property needs maintenance it needs to be done.

Matt Dubois said we should also look into doing some painting as well on the building.

Jeff Hewett let the Board know that at Southgate sign either has to be redone or we have to look at a totally different type of sign for there.

Jason Gayne asked is the sign on our property in Southgate?

Jeff Hewett said it is not we have an easement with CMP to use it for the sign.

Reid Gibson asked if CMP would care if were to adjust the size of the sign?

Jeff Hewett said the only thing we would have to confirm with them if were to go taller with the sign they would be concern with it getting closer to the high-tension lines above it.

Reid Gibson asked how long the sign had been there?

Jeff Hewett said he believed it had been there 7 years.

Reid Gibson said then we should get quotes on the same size sign and hope that in 7 years we don't need to get another one.

Reid Gibson said that as a goal for 2018 as well we should try to sell the final two lots we have in Southgate.

Kristina Cannon said from the discussion we have had another goal should be to maintain our assets.

7. Member Topics

The Board agreed to leave the topics at this time and for future meetings that are listed.

Broadband-Jeff Hewett let the Board know that he is working with Heather Johnson; who is now the State broadband person for ConnectME Authority, to set up a meeting here in Town with Heather group, the USDA and some public input at sometime for the end of June first of July.

Jeff Hewett did say he is also working with GWI who is looking at potential doing a big project here in Town. The project would be to run some major fiber. There is some federal fund that is coming down the road but the guidelines are still be worked out. After speaking with Fletcher, the owner of GWI, he wants to wait till they get the Federal guidelines that they want to see be done for broadband.

Natural Gas- No updates at this time.

Acquisition/Development- No updates at this time.

Marketing- Kristina Cannon said that the Moose Festival is this weekend. We hired a public relations firm; we received a grant from the Maine Office of Tourism and matched that and the Regional Office of Tourism also gave some money. Skowhegan was on Bill Green Maine, going to be on WABI TV 5 tomorrow morning, there is going to be a segment on 207, there is an article in MaineBiz. Part of the PR Firms work was not only to promote the Moose Festival but to promote Skowhegan in general.

Kristina Cannon also said it will get announced next week due to everything going on with the Moose festival, that the Smithsonian named Skowhegan one of the top twenty Towns to watch and visit in 2018. There was a great article along with photos that were sent in.

Kristina Cannon said they have been working with the Maine Motor Coach network and brought a couple of tour operates last year to Skowhegan. As a result, there are two bus tours coming through Skowhegan for 2019 that are getting planned for now.

Run of River- Kristina Cannon let the Board know that they have been using the \$15,000 from the Davis Conservation Foundation as a grant to move forward with the permitting over the last several months. They have meetings with permitting agencies and Brookfield. They are working on readjusting the first feature so it is out of the ferc boundary; which is right under the walking bridge, per a request from Brookfield. They are going to be starting some 3-D modeling as a request from the permitting agencies before we apply for the permits. They have a couple of grant applications in. The Quimby Foundation we made it to the second round submitted a letter of interest and they asked us to submit a full application. So, if we get the \$25,000 she is hoping that can go towards the 3-D modeling, the diver study that has to happen and any additional things that will need to be done prior to submitting the permitting applications.

Kristina Cannon also said she was contacted by Outdoor Sports Institute who lease gear such as mountain bikes, kayaks, canoes and other outdoor equipment to towns to get the youth involved in more outdoor activities in Maine. This group also would hold free trainings to local community members on how to use the equipment on top of leasing the equipment out.

8. Items by the Members

Jason Gayne said Monday night Town Meeting there is a couple of the articles that to get some support on. One of the article being the repeal of Fireworks Ordinance; right now, you can shoot them off but you can not sell them. If the repeal goes through there is a Company who wants to open by the end of June. The second article would be the Adult Entertainment and two other ordinances being combined into one and the permit fee being removed out of the ordinance.

Jason Gayne said the movies in the park will be starting the end of June every Tuesday night for free. There are also activities schedule leading up to the movie. SAD 54 is on board and free meals will be provided to community members prior to the movie. They have also lined up KVCAP Transportation bringing you to the movie and when the movie is done bringing back home.

Jason Gayne also said starting in July there a couple of girls who are homeschooled and one of their projects is working to get people healthy and exercise. So, they are looking to do one night a week at 6:00 p.m. some stretching exercises along with physical activity at Coburn Park.

Jason Gayne also let the Board know the Selectmen Candidates meet and greet is tonight at 5:30 p.m. at Coburn Park or if it rains here at the Renaissance Center.

Reid Gibson said KVCAP is having a Golf Tournament June 22nd at Lakewood Golf Course. Also, the Rotary is having a Golf Tournament June 24th at Lakewood Golf Course as well.

9. Economic & Community Development office Items

Jeff Hewett let the Board know we did receive the Facade Grant for \$100,000.00 and it is for Business and Commercial Property Owners Town wide for work on the exterior of the buildings. If there is anyone that the Board may know who would like to apply please send them to our office. We are still working on the final versions of the Guidelines and Application with the Committee and there will be a mandatory meeting for sometime the end of June.

Jeff Hewett let the Board know that Fema will be in Town this Friday for a review of Flood Plan issues for the Town of Skowhegan. Jeff said he has been working with Randy Gray to get ready for them to come with the GIS Mapping for the Town. If they sign off on everything it will decrease flood insurance for everyone in the area. Some time in August the other side of Fema more for the insurance side will be in Town.

Motion to adjourn by Reid Gibson, seconded by Matt Dubois at 8:25 a.m.