

Minutes
SKOWHEGAN ECONOMIC DEVELOPMENT CORPORATION
REGULAR/PLANNING MEETING
August 7, 2019
7:00 AM
Renaissance Center – Conference Room

Members Present:

Kurt Maynard, Chairman
Billy Finley, Vice-Chairman
Jason Gayne, Treasurer
Betty Austin
Kristina Cannon
Matt Dubois
Reid Gibson (arrived at 7:05 a.m.)

Members Absent:

Sally Dwyer
Todd Smith

Others Present:

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

1. Call regular meeting to order.

Kurt Maynard called meeting to order at 7:02 a.m., quorum was met.

2. Approve the Skowhegan Economic Development Corporation minutes the “regular” meeting June 19, 2019.

Motion by Matt Dubois seconded by Betty Austin to approve the minutes from the “regular” meeting June 19, 2019 as written. Vote 6-0, motion carried.

3. Approve the Skowhegan Economic Development Corporation financials from June and July.

Motion by Matt Dubois, seconded by Billy Finley to approve the financials from June and July. Vote 6-0, motion carried.

4. Old Business

a. Discussion and decision on bids received for the repair work at Northgate.

Jeff Hewett let the Board know we received a bid from Dubois Construction of \$63,437.67. This bid is in the middle of the first two we received. Jeff Hewett did tell the Board he talked with the Code Enforcement Office Bryan

Belliveau; He thought this project would be in between the \$20-\$30,000 range after walking through the building and repair work with Jeff.

The Board had a brief discuss with Jeff on if Maine Energy Pros and Maine Highlands Contracting had done a walk through and that they were familiar with the projects.

Motion by Matt Dubois, seconded by Reid Gibson to accept the bid proposal from Maine Energy Pros in the amount of \$24,250.00 with protective language in the contract. Vote 7-0, motion carried.

b. Discussion and decision on Southgate Sign ideas.

Dena Rich let the Board know that she did contact multiple companies these two were the only ones who got back to the office for the Board meeting.

The first option from Leighton Signs, has two sign designs on the page showing the different heights that could be decided on for the project. They recommended sticking with only two colors on the sign for visibility. The areas on both signs where the park tenants go are attached with Velcro; they have promised me that most all their signs now are like this so that if companies move it is easier to change, also have not had any come off due to weather. This company will install the sign, the price varies depending on which options. The cost varying options choices the high end for the 10' x 5' sign would roughly be \$4,660.00 this price does not include the tenant's signs which are \$130 each. The 5' x 10' sign would be \$4,790.00 this price does not include the tenant's signs which are \$165 each.

The second option from Signworks sent one design with fixed tenant panels. They will not install the sign; they suggested a local carpenter to install the posts we would like. The cost for their sign is \$1,000.00.

The Board had a brief discussion about the three different options. The Board decided they liked the design concept from Signworks. They would like bids for a 10' x 10' sign double sided with options of pricing for granite post and vinyl clad pressure treated posts. Low maintenance and able to see at the sign at 50 mph, also using the branding font. The Board asked to have the bids emailed out if received before next meeting.

(A/C units were started and hard to hear the rest of the meeting).

5. New 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 2019). This will also include the Sub – Lease agreement.**

Motion by Matt Dubois, seconded by Reid Gibson to renew a one-year lease with Don Acorn for a second-floor office space in the Renaissance Center for a monthly rate of \$430.00 and also agree to the Sub-Lease agreement. Vote 7-0, motion carried.

b. Discussion and decision to allow Kurt Maynard as SEDC Chairman and Jeff Hewett to sign the Audit Agreement with Brantner, Thibodeau & Associates for FY 2019.

Motion by Matt Dubois, seconded by Reid Gibson to allow Kurt Maynard as SEDC Chairman and Jeff Hewett to sign the Audit Agreement with Brantner, Thibodeau & Associates for FY 2019. Vote 7-0, motion carried. (Documents were signed after meeting.)

c. Discussion and decision to allow Jason Gayne as SEDC Treasurer to sign the two Standard Form to Confirm Account Balance Information with Financial Institutions for Bangor Savings Bank and Skowhegan Savings Bank for the Audit for FY 2019.

Motion by Matt Dubois, seconded by Betty Austin to allow Jason Gayne as SEDC Treasurer to sign the two Standard Form to Confirm Account Balance Information with Financial Institutions for Bangor Savings Bank and Skowhegan Savings Bank for the Audit for FY 2019. Vote 7-0, motion carried. (Documents were signed after meeting.)

d. Discussion and decision on Late Fees on RLF and Micro loans.

Jeff Hewett let the Board know how we have been collecting the late fees as compounding but it6 has come to his attention from Kurt Maynard that the Banks collect just the late fee charge each month. (The Board had examples of both ways).

The Board had a brief discussion about how other financial institutions collect late fees. The Board decided to continue collecting the late fee charges as a compounding amount.

6. Items by the Real Estate Sub-Committee Members.

Real Estate Sub-Committee Members have not had a meeting at this time.

Gail Pelotte Town Clerk/Treasurer swore in Members present to the Skowhegan Economic Development Corp.

7. Project Updates

Broadband, Comprehensive Plan, Electric Car Charging Stations, Marketing of Southgate, Run of River

Electric Car Charging Stations-Jeff Hewett let the Board know that the application has gone in for the charging units.

Run of River- Kristina Cannon let the Board know that they received \$20,000 from the Quimby Family Foundation, and Tuesday will be the day for final data.

8. Items by the Members

Matt Dubois asked for updates on the KVI Lot.

Jeff Hewett said there had been no inquires on the property. The only calls were about cleaning up the lot for Riverfest.

9. Economic & Community Development Office Items

Jeff Hewett and Dena Rich had no other items that were not discussed during meeting.

Motion to adjourn by Kristina Cannon and seconded by Matt Dubois.