

# **UTAC**

(Unity Tax Increment Financing (TIF) Advisory Committee)

## **AGENDA and MINUTES**

**March 25, 2014**

**6:30 P.M.**

**Unity Community Center**

1. Call to Order / Welcome / Introductions
2. Open Public Comments / Questions
3. Committee Make-up
  - Membership: number/selection/unique contribution
  - Structure
  - Duties
  - Terms
  - Meeting Dates, times, frequency
4. Comprehensive Plan Update—specific to Economic Growth
5. Unity Economic Opportunity Discussion
  - UBR Thoughts/Questions
  - Open Brainstorm Session
6. TIF Policy—process/timeline for review and update
7. Adjourn

## **Minutes**

(Numbers refer to agenda items above)

Present: Barry McCormick, Jim Perry, Noreen Norton, Clem Blakney, Penny Sampson, Chris Rossignol, Jean Bourg

1. Noreen called the meeting to order.

## 2. Public Comments/ Questions

Clem: we need a way for people to ask questions of the committee and for us to respond, especially if people have false information. We could use this item in the agenda to respond to questions people have asked of individual members. Note that we agreed that we would bring questions we had been asked and would make those questions and answers part of the minutes, whether or not the questioner was at our meeting.

## 3. Committee makeup

Noreen reviewed the mission statement (<http://www.unityme.org/minutes/UTACMission.pdf>) and talked about the ideal makeup of the committee. At least half the members should have business backgrounds. We should have a banker and a real estate person and reps from MOFGA, and Unity College. Janis Balda (sustainable business professor at Unity College) and Jayne Sullivan (HR person at Unitel) have been invited to participate. Jon Wadick (Eclipsed By Design) would be a good rep for a work-at-home business. Committee membership is by appointment of the Selectmen. We would like to have some younger business owners on the committee. Committee members will try to recruit some.

Jim Perry had previously recommended Gail Chase as a member of the committee, but she was turned down by the select men and women because of her membership on the UBR board, and the fact that we can use her expertise from KVCOG for free. She is welcome to attend meetings as an observer.

We should be careful to not have too many people who are on the UBR Board or have UBR board membership in their past although Barry, Jean, and Andy have all been on the board at some time and Jim is its executive director. It could hamper the ability to make a representative decision if UBR affiliation caused a large number of committee members to be required to recuse themselves.

In recruiting new committee members, we should get them to agree to come to two meetings.

The committee did a quick review of what members do for a living.

A Quorum for the committee will be half of its members.

The Votes to Pass a recommendation to the selectmen will be a simple majority.

Terms for committee members will be 2 years with the option of re-appointment for an additional two years before stepping down for at least one year.

The committee will meet the second and fourth Tuesday of the month at the UBR Community Center from 6:30 pm to 8:00 pm.

Noreen reviewed how we expect that the committee will operate: The Committee will first identify goals for advancing Unity's economic future. This will be done in close alignment with

the vision identified in the comprehensive plan. The Committee will then decide on priorities and, for those items that are to be funded with TIF revenues, the Committee will seek individual(s) or organization(s) who would present a proposal to include activity, proposed results, who would do the work, and a budget. The committee would review the proposals and options and following a vote make a recommendation to the Select men and women.

#### 4. Comp Plan

How does the TIF committee fit in with the comp planning?

Jean will share a comprehensive plan committee list of goals and strategies for discussion.

Noreen stressed the importance of staying aware of the evolving objectives in the comprehensive plan and providing feedback and recommendations to the Comp Plan Committee as it develops. Chris noted that the timing of the Comprehensive Plan Update, the UTAC priority setting, and the work of the Ordinance Review Committee all being done at the same time presents an ideal opportunity to have a consistent plan for the Town.

5. Noreen distributed Jim's comments on possible future actions of the committee. Discussion was held until next meeting.

We need a map of the TIF district and a list of properties in it so we can readily identify what is in the district and what is not. Noreen will provide this at the next meeting.

6. It was noted that the TIF Policy, which was approved by voters in 1996 is in need of review and update. Discussion regarding a process for conducting that review was deferred to a future meeting.

7. The meeting adjourned at 8 pm.