

Carrabassett Valley Selectmen's Meeting

4:30 p.m. Monday March 7th, 2016 at the Town Office

Agenda:

1. Public Hearing for Town of Carrabassett Valley Application for a Community Development Block Grant Micro-Enterprise Assistance

Program Grant: The Town has received approval to move forward with an application (which must be submitted by March 25th) to apply for up to \$150,000 to assist four Carrabassett Valley Business in obtaining this grant funding. As part of the application process we are holding this public hearing. Please find attached information related to this grant program and the Town's grant application on behalf of four Carrabassett Valley businesses.

Following the Public Hearing the Agenda for the Selectmen' Meeting is as follows:

Review and sign 2016 Payroll Warrant(s):

Review and sign 2016 Town Expenditure Warrant(s):

- 2. MINUTES** of the previous Selectmen's meeting (Feb. 22nd, 2016) are attached.
- 3. UPDATE ON THE AIRPORT FUEL FARM PROJECT:** Please find attached a copy of the bid advertisement for this project. Bid Specifications will be available on March 11th and the Bid Opening is scheduled for April 7th with a recommendation for bid award scheduled for April 15th. The F.A.A. Grant Application (with recommended bid award) is due on May 1st. It is anticipated that construction will happen in July-September. A copy of the bid notice will appear in the 'Irregular' on March 9th. Bid notices are also being sent out to companies with experience in fuel farm construction and installation. A pre-bid meeting will be held here at the Town Office at 11:00 a.m. March 17th.
- 4. DISCUSSION OF TOWN MEETING WARRANT ARTICLES??** Do the Selectmen have any questions, suggestions, etc. regarding the Town Meeting. As you know, copies the Town Report are available at the Town Office and Library and can be viewed on the Town's website (carrabassettvalley.org).

5. INFORMATIONAL:

---Please note there will be a meeting at the Library at 10:00 a.m. on March 9th of the Federal Forest Legacy Staff for the Northeast to perform a 5-year review of the Crocker Mountain Conservation Project. Please see attached email from the Maine Bureau of Parks and Lands in this regard. We will ask some of the local people that were involved in this project to attend. The public is invited to attend.

---We will be meeting the Penobscot Indian Land (PIN) Committee in Old Town on March 16th to request the Town's usual annual land use permits (Carriage Road, a portion of the Nordic Ski and Bike Trails) and to ask for longer-term use permit for potential additional mountain bike trails on PIN lands.

TOWN MEETING AND ELECTIONS WEDNESDAY MARCH 9TH

**TOWN OF CARRABASSETT VALLEY
MINUTES OF SELECTMEN'S MEETING
February 22, 2016**

| | | |
|-------------------------------|----------------------|---------------------|
| Board Members Present: | Bob Luce | Jay Reynolds |
| | Lloyd Cuttler | Tom Butler |
| | John Beaupre | |
| Others Present: | Dave Cota | Dee Menear |
| | Steve Pierce | |

Bob Luce opened the meeting at 4:34 p.m.

Payrolls warrant #7 for \$18,966.89 was reviewed and signed by Selectmen.

Expense warrants #8 for \$33,516.21 was reviewed and signed by Selectmen.

The minutes of the February 8, 2016 Selectmen's Meeting were reviewed. A motion was made by Tom Butler to accept the minutes as written. Jay Reynolds seconded the motion. Motion approved.

Dave Cota updated the Selectmen on the application for the Micro-Enterprise Assistance Grant. There will be a public hearing on March 7th, in conjunction with a Selectmen's meeting. The applications State-wide total \$1,702,790, but there is only \$750,000 in grant money available. Kingfield also applied, per Dee Menear. Dave is also working with another business, who has requested possible grant funding but for a different kind of Economic Development Grant. It is too early to tell whether this business needs will fit grant requirements.

The Selectmen discussed an appointee for the Franklin County Budget caucus, which is to be held on March 7th. The representative needs to be an elected selectperson. It was noted that there is a three-year term available. Steve Pierce recommended that the Town speak with Rangeley, since the towns are somewhat similar geographically. Carrabasset Valley's problem is their valuation, which is going up higher than other Towns in Franklin County, and what's happening in Jay with regard to the valuation of the Verso Company is and will impact our Town's Franklin County Tax Assessment. The County Commissioners review the budget and send it to Franklin County Budget Committee, but even after review, the County Commissioners can override the Budget Committee. Steve Pierce said that, even though the Town has a low mil rate, there are other fees (association fees and otherwise), and he would like to see the Town stand up to the County government.

Dave Cota said that the town reports are ready and will be distributed soon in advance of the March 9th annual Town Meeting.

Meeting adjourned at approximately 5:00 p.m. in advance of the Franklin County Health Coalition Community Health Assessment for our area held at 5:00 p.m.

Respectfully submitted,

Lynn Schnorr

ADVERTISEMENT FOR BIDS

Town of Carrabassett Valley, Maine

AIP Project No. 3-23-0013-0xx-2016
Sugarloaf Regional Airport

Sealed Bids for **Install New Fuel Farm** project at the Sugarloaf Regional Airport will be received by the Owner at Town office in Carrabassett Valley, Maine 04947 until **2:00 PM, Thursday, April 7, 2016 local time** and then at said office publicly opened and read aloud.

The project includes the installation of two 6,000 gallon above ground fuel tanks (Mogas and Avgas) on a concrete pad including separate dispensing pumps, hose system and filters and electrical. This will allow pilots to self-fuel using a proposed credit card reader. The project also includes but not limited to, installation of silt fence, minimal pavement removal and saw cutting, regrading the site, and pavement marking the aircraft fueling area

For questions regarding the project please call Timothy Audet, PE at (603) 669-5555 ext. 147 or email taudet@hoyletanner.com.

Contract documents may be examined on or after **Friday, March 11, 2016** at:

1. **Town Manager's Office**, 1001 Carriage Road, Carrabassett Valley, Maine 04947
2. **Associated General Contractors of Maine**, 188 Whitten Road, Augusta, Maine 04332
3. **Construction Summary**, 734 Chestnut Street, Manchester, New Hampshire 03104
4. **Hoyle, Tanner & Associates, Inc.**, 150 Dow Street, Manchester, NH, 03101

Copies may be obtained on or after **Friday, March 11, 2016**, at the office of Hoyle, Tanner & Associates, Inc., 150 Dow Street, Manchester, New Hampshire 03101, upon receipt of a non-refundable payment of \$50.00 per set with an additional non-refundable fee of \$20.00 per set for shipping and handling if requested for mailing within the continental United States. Checks are made payable to "Hoyle, Tanner & Associates, Inc." The contact person to obtain Bid Documents is **Donna Akerley** at dakerley@hoyletanner.com.

Prospective bidders are asked to provide information on whether their company is listed as a Disadvantaged Business Enterprises (DBE) in the state where the work will be performed in order to comply with FAA regulations. Prospective bidders will be asked to provide this information at time of plan purchase.

All Plan Holders shall provide a company email address for any Addenda issued to clarify, correct or change the Bid Documents.

A pre-bid conference will be held at **11:00 AM, Thursday, March 17, 2016** at Sugarloaf Regional Airport, Carrabassett Valley, Maine 04947. This will be the only time for prospective Bidders or subcontractors to view the site. **Email taudet@hoyletanner.com with any questions.**

The Owner reserves the right to waive any informality in the bidding or to reject any or all bids.

Each bidder must deposit with his bid, security in the amount of 5% of his bid in the form and subject to the conditions provided in the General Provisions.

Attention of bidders is particularly called to the requirements as to conditions of employment to be observed and minimum wage rates to be paid under the Contract. The Contractor on this work will be required to comply with the equal employment opportunity requirements of the Federal Aviation Administration and the Sugarloaf Regional Airport DBE Program.

No bidder may withdraw his bid prior to **September 30, 2016**.

Public Hearing Notice
The Town of Carrabasset Valley

**Micro-Enterprise Assistance Grant (part of Federal/State Community
Development Block Grant Program)**

The Town of Carrabasset Valley will hold a Public Hearing at 4:30 p.m. March 7th, 2016 at the Town Office to discuss an application being submitted to the State of Maine CDBG program for a 2016 Micro-Enterprise Assistance Program Grant. The purpose of the grant application is to assist four businesses within the community in start-up or expansion of their businesses. The four businesses are: The Harmony House (Ashley Jenson), Carrabasset Cedar Works (Patrick Mitchell), All Points Transportation (Greg Roy) and KC's Creativity. The total grant amount being requested is \$150,000. Public comments will be solicited at this Hearing and will be submitted as part of the grant application. All persons wishing to make comments or ask questions about the grant application are invited to attend this Public Hearing. Comments may be submitted in writing to: Board of Selectmen, Town Office, 1001 Carriage Road, Carrabasset Valley, Maine, 04947 at any time prior to the Public Hearing. TDD/TTY users may call 711. If you are physically unable to access any of the City's/Town's programs or services, please call the Town Office at 235-2645 so that accommodations can be made.

Interested Citizens are encouraged to attend.



Town of Carrabasset Valley



State of Maine

Community Development Block Grant Program

2016 Program Statement

Office of Community Development
111 Sewall Street, 3rd Floor
59 State House Station
Augusta, Maine 04333-0059
Phone: (207) 624-7484
Fax: (207) 287-8070
TTY: 1-800-437-1220
www.meocd.org

**19-498 CMR DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT
CHAPTER 44 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM
2016 PROGRAM STATEMENT**

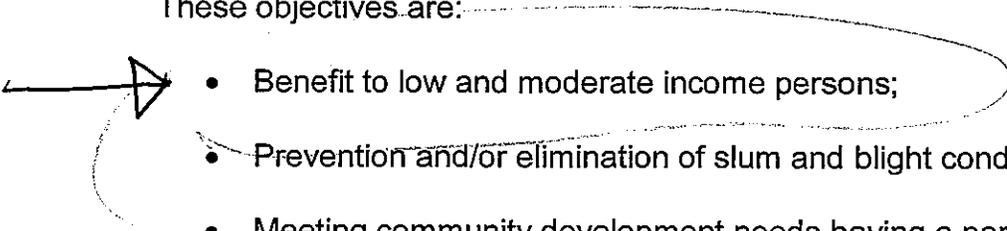
SUMMARY

This Program Statement describes the method by which 2016 Community Development Block Grant (CDBG) program funds will be distributed. The CDBG program is administered pursuant to 5 M.R.S.A 13073. The 2016 CDBG program was developed by the Department of Economic and Community Development (DECD) following a review of past programs, a forum with program constituents, 3 state-wide public forums and a comprehensive assessment of statewide community and economic development needs. In accordance with the Maine Administrative Procedures Act, DECD will hold a public hearing regarding the development of this Program Statement on November 4, 2015, Burton Cross Office Building, 3rd floor, 111 Sewall Street, Augusta Maine.

SECTION 1. PROGRAM OVERVIEW

A. CDBG OBJECTIVES

All CDBG funded activities must meet one of three National Objectives of the program. These objectives are:

- 
- Benefit to low and moderate income persons;
 - Prevention and/or elimination of slum and blight conditions; and
 - Meeting community development needs having a particular urgency.

The Maine CDBG Program serves as a catalyst for local governments to implement programs which meet one of the three National Objectives, and:

- Are part of a long-range community strategy;
- Improve deteriorated residential and business districts and local economic conditions;
- Provide the conditions and incentives for further public and private investments;
- Foster partnerships between groups of municipalities, state and federal entities, multi-jurisdictional organizations, and the private sector to address common community and economic development problems; and
- Minimize development sprawl consistent with the State of Maine Growth Management Act and support the revitalization of downtown areas.

B. METHOD OF DISTRIBUTION:

DECD, through the Office of Community Development (OCD), offers programs to assist municipalities to achieve their community and economic development objectives. The 2016 Program Statement provides a description of the selection criteria that OCD will use to allocate CDBG funds among communities. Programs are grouped under the three categories listed below.

1. Community Development

- a. Home Repair Network
- b. Housing Assistance Grants
- c. Public Facilities Grants
- d. Public Infrastructure Grants
- e. Downtown Revitalization Grants
- f. Workforce Development Grants
- g. Safe Neighborhood Program Grants
- h. Small Business Development Centers
- i. Urgent Need Grants
- j. Special Projects

2. Economic Development

- a. Grants to Municipalities for Direct Business Support
- b. Micro-Enterprise Grants

3. Technical Assistance

C. STATE ADMINISTRATION:

1. General Administration Allocation: Pursuant to Section 106(d) (3) (A) of the Housing and Community Development Act of 1974, as amended (the Act), the DECD will utilize \$100,000 plus 2% of its allocation from the Department of Housing and Urban Development (HUD) to administer Maine's CDBG Program in accordance with Federal and State requirements.

2. Technical Assistance Administration Allocation: Pursuant to Section 106(d) (5) of the Act, DECD will utilize up to 1% of its allotment from HUD to provide technical assistance in accordance with Federal and State requirements.

3. Exclusion of Entitlement Communities and Counties: The entitlement communities of Auburn, Bangor, Biddeford, Lewiston, Portland and all of Cumberland County with the exception of Brunswick and Frye Island, are not eligible to receive State CDBG program funds.

4. Grant Administration Requirement:

Grantees must employ, or contract with, a certified CDBG Grant Administrator and in the case of Housing Rehabilitation a qualified Rehabilitation Technician (as employees or consultants). The Office of Community Development must approve waivers of this requirement in writing. All planning activities are exempt from this requirement.

D. PROGRAM TIMEFRAME

Application deadlines – All applications and Letters of Intent must be received at the physical location of the Office of Community Development on or before 4:00PM EST on the dates listed below. ***Faxed copies will not be accepted.***

| Program | Letter of Intent Due Date | Application Due Date <u>By Invitation Only</u> |
|-----------------------------|---|---|
| Downtown Revitalization | January 30, 2016 | TBD* |
| Economic Development | 1 st Friday of January, February and March** | May 13, 2016 |
| * | 1 st Friday of April, May, and June** | July 29, 2016 |
| * | 1 st Friday of July, August and September ** | October 28, 2016 |
| Housing Assistance | March 11, 2016 | May 6, 2016 |
| Micro-Enterprise Assistance | 1 st Friday of January, and February ** | March 25, 2016 |
| * | 1 st Friday of March and April** | May 27, 2016 |
| * | 1 st Friday of May and June** | July 29, 2016 |
| * | 1 st Friday of July and August** | September 23, 2016 |
| Safe Neighborhood Program | May 6, 2016 | June 17, 2016 |
| Public Facilities | January 15, 2016 | TBD* |
| Public Infrastructure | January 15, 2016 | March 4, 2016 |
| Special Projects * | N/A | TBD* |
| Urgent Need | N/A | TBD* |
| Workforce Development | May 6, 2016** | June 17, 2016 |
| * | July 1, 2016** | August 12, 2016 |

***Subject to availability of funds.**

**** If the first Friday of the month falls on a holiday the Economic Development and Micro-Enterprise Assistance Programs Letter(s) of Intent will be due by 4:00pm on the next business day.**

E. 2016 PROGRAM BUDGET

| | |
|--------------------------------------|---------------------|
| FY 2016 CDBG Budget | \$10,765,432 |
| Administration | 315,308 |
| Technical Assistance Administration | 107,654 |
| Regional Council Planning Assistance | 114,347 |

Community Development

| | |
|------------------------------------|-----------|
| Downtown Revitalization Grants* | 0 |
| Home Repair Network Program | 1,700,000 |
| Housing Assistance Grants | 1,000,000 |
| Public Facilities Grants* | 0 |
| Public Infrastructure Grants | 2,700,000 |
| Workforce Development Grants | 500,000 |
| Safe Neighborhood Program | 700,000 |
| Small Business Development Centers | 50,000 |
| Urgent Need Grants* | 0 |
| Special Projects | 178,123 |

Economic Development

| | |
|------------------------------------|-----------|
| Business Assistance Grants | 2,700,000 |
| Micro-Enterprise Assistance Grants | 700,000 |

TOTAL Estimated 2016 CDBG Funds (final amount determined by HUD) **10,765,432**
Funding for individual categories may change based on actual HUD award.

*Funding for these programs may be available based upon redistribution, reallocation and/or additional allocation from HUD.

B. MICRO-ENTERPRISE ASSISTANCE GRANT PROGRAM

The Micro-Enterprise Assistance Grant (MEA) Program provides grant funds to assist in innovative solutions to problems faced by micro-enterprise businesses. Assistance to businesses may be in the form of grants or loans at the discretion of the community.

1. Eligible Activities: Eligible activities under the Micro-Enterprise Assistance category are grants or loans to for-profit businesses that can be used for working capital and interior renovations, façade grants or loans for exterior improvements, including signage, painting, siding, awnings, lighting, display windows and other approved improvements; and eligible planning activities necessary to complete the Project Development Phase. **Sewer, water, storm drainage, parking, roads or streets and other infrastructure improvements and buildings solely for residential use are not eligible.**

2. Exclusions: See Section 1H (3)

3. Micro-Enterprise Assistance Loan Repayments – Communities that establish Micro-Enterprise Assistance as loans, and anticipate receiving \$35,000 or more in loan repayments, must utilize the services of a Community Development Financial Institution (CDFI) or a Community Based Development Organization (CBDO) as defined in Section 105(a)(15) of the Housing and Community Development Act of 1974, to manage repayments and subsequent relending. Micro-Enterprise Assistance Grants will be structured as forgivable loans.

4. Maximum MEA Grant Amount: \$150,000 per Community per year.

5. Maximum Amount of Micro-Enterprise Assistance to an individual Business: \$50,000

6. Project Benefit:

(a) Micro-Enterprise Grant/Loan: Existing or developing businesses that have five or fewer employees, one of whom owns the enterprise, and whose family income is LMI will meet the project benefit. Applicants will need to submit a copy of their 2015 Income Tax filing. For those businesses whose owners are Low-to moderate-income existing employees' incomes are not considered in meeting project benefit.

(b) Businesses with owners who do not qualify as low-to moderate-income must create up to two (2) full-time equivalent (FTE) jobs (depending on funds requested), which must be taken by low-to moderate-income individuals. Proof of employee income will be required. Businesses applying for MEA funds must have a business plan not older than 18 months and must have met with a Small Business Development Center (SBDC) business counselor in the three months prior to submitting an application for assistance.

(c) Business Facade Grants: Project benefit will be met when exterior improvements and signage on an existing business take place in a designated slum/blight area, or documentation exists that a business qualifies under a spot blight basis.

7. Demonstration of National Objective: Applicants must demonstrate that the project meets the National Objective of 1) assisting existing or developing businesses that have five or fewer employees, one of whom owns the enterprise, and whose family income is LMI, or 2) creating up to two FTE jobs which must be taken by low- to moderate income individuals, or 3) preventing or eliminating slum or blighting conditions conforming to the requirements of Title 30-A M.R.S.A. § 5202 and HUD,. ***These demonstrations must be made as part of the Letter of Intent and Verification of CDBG National Objective submitted to OCD***

8. Selection Process: The selection process will consist of two stages:

(a) Stage 1:

Letter of Intent and Verification of CDBG National Objective: All communities wishing to submit a MEA application must submit a Letter of Intent and Verification of CDBG National Objective to OCD. Refer to Page 5 of this document for Letter of Intent due dates and deadlines. After review for completeness and eligibility, units of general local governments will be invited to make a full application.

(b) Stage 2:

Application: The maximum length of an application is **four pages, not counting required attachments**. Members of the Review Team will assign a Point Total for each application reviewed. Point Totals will consist of the sum of the three scoring areas below and be determined by the total of each sub-scoring area. A maximum of 100 points is obtainable.

Impact (40 points):

- State the problem and explain how it negatively impacts the local economy. – 30 points
- Explain why MEA funds are necessary for the project; describe efforts to secure other grant or loan funds, and tell why they are not available locally to assist – 10 points

Development Strategy (40 points):

- Provide Identification and description of potential business grant/loan applicants and their needs – 15 points
- Explain how the MEA project will stimulate business and assist in improving the area's long-term viability. – 15 points
- Provide a project timeline; list activities or actions completed to date. – 10 points

Citizen Participation (20 points):

- Effective use of any media (newspapers, radio, TV, etc.). – 5 points

100
Points

- Relevance of listed meeting/hearing activities/comments (not counting required public hearing) in application and project development. – 5 points
- Involvement of downtown and local businesses, Chambers of Commerce, development groups or other business related organizations in development of the application and project. – 5 points
- How other local resources (cash and in-kind) are directly related to the project. – 5 points

9. Business Friendly Community Designation Bonus – 3 bonus points will be assigned to each applicant community certified as a Business-Friendly Community at time of application.

10. Final Score – Each application will receive a Final Application Score consisting of the average of the scores assigned by members of the Review Team, added to any applicable Business Friendly Community Bonus. Starting at the top of the scoring list, applicants will be invited to proceed to the Project Development Phase as funds allow.

Proposed Micro-Enterprise Grant Assistance if the Town of Carrabassett Valley is successful in receiving this Community Development Block Grant Funding

KC's Kreativity Center: A creative craft and learning center featuring: pottery, jewelry, multi-media painting, sculpting. Students of all ages and ability level are welcome.

Grant Request: \$10,000 to grow her business. Specifically, for: marketing, new equipment, signage, administrative assistance, classes, guest artists.

All Points Transportation: A private transportation system providing transportation services for local citizens, guests to the Carrabassett area and in support of several local businesses including Maine Huts and Trails, local restaurants and Carrabassett Academy. Plans are to hire a full time employee who meets federal low and moderate income requirements.

Grant Request: \$30,000 to purchase another vehicle to employ another employee and enable this business to expand.

The Harmony House: Soon to open as a wellness center providing yoga and fitness classes. Alternative medicines, juice and health snack shop, afterschool program, community education workshops, health care products. Space available for group functions, retreats, music, etc.. Plans are to employ two full time people who meet federal low and moderate income requirements.

Grant Request: \$50,000 to supplement purchase of the building with funds to be used for equipment, employee training, landscaping and other start-up costs.

Carrabassett Cedar Works: An existing business that wishes to expand and modernize their business of making cedar shingles and grilling planks. Expanding the business would enable the owner to create additional employment for the owner and potentially additional workers.

Grant Request: \$45,000 to make improvements to the existing building and equipment, build a new finishing room and provide product marketing.