

ICDC Board of Directors Meeting
Via Conference Call
Date: Monday March 7, 2016
Time: 7:30pm
Minutes Approved August 8, 2016

AGENDA

1. Attendance:
On the phone were Catherine Richards, Bill Calvert, Steve Shaffer, Gerry Wurzburg and Patricia Barter.
2. Approval of the 11/30/15 minutes
VOTE: Gerry Wurzburg made a motion, seconded by Steve Shaffer and received unanimous approval.
3. Review Rental Application Process
 - a. Discussion of Application Review Committee.
 - i. Bill Calvert described the rental application review process. To keep confidential the personal information provided in the rental application, a small sub-committee reviews everything. Numerous background checks are done including financial and criminal. An outside company conducts these checks.
 - b. The Application Review Sub-committee presented their findings for an application from Luther Smith & Roz Santospago. The committee recommends them for conditional approval pending information on one matter.
 - c. Vote on application for Luther Smith & Roz Santospago
Motion: To approve the tenancy of Luther Smith & Roz Santospago, conditional upon getting additional verification on one matter and ICDC determination MSHA applicant question.

VOTE: Gerry Wurzburg made a motion, seconded by Steve Shaffer and unanimous approval.

ACTIONS needed:

- i. Catherine Richards will discuss with Liza Fleming-Ives @ Genesis Fund questions regarding renter financial.
 - ii. Bill Calvert will secure from Luther official S documentation requested.
 - iii. Gerry Wurzburg will confirm with Bill Calvert when the TIC (Tenant Income Certification) form for Maine State Housing is due.
 - iv. Based on this information, there will be an e-mail vote on the rental application from Luther & Roz.
- d. Discuss housing location
- i. Application from Smith/Santospago is for occupancy at Blueberry Hill
4. Rental Rates on ICDC houses
- a. ICDC has not had rental increases on any of the properties in several years (2012 for Carl, 2013 for the 2 new MSHA houses).
 - b. **Motion:** To determine formulas for potential rental rate increases for all ICDC properties. This would affect the two upcoming rental renewals (Carl and Tucker) and the current new rental contract under consideration (Roz/Luther).
 - i. **VOTE:** Gerry Wurzburg made a motion, seconded by Bill Calvert and unanimous approval.
 - ii. **ACTION needed:** Catherine will discuss with Liza Fleming-Ives whether there is a rental rate increase policy for MSHA. Are there acceptable rate increases? Do partnering organizations consider annual increases? Dana Perry also suggested that a 3-5% increase per year is normal.
 - iii. Based on this information, there will be an e-mail vote on the proposed rental increases.

5. Other business for next meeting – Catherine discussed future topics for our meetings:
 - a. Review current ICDC committees
 - b. Introduce resetting committee structure/members
 - c. Discussion of hiring a property Emergency Handyman, and part-time administrator
 - d. Carl’s House- discussion of rental contract and need to emphasize full-time occupancy. It becomes a liability for ICDC when not fully lived in. Strengthen rental lease language to require that property be kept clean and cleared of inactive machines.

A motion to adjourn was made by Steve Shaffer, seconded by Bill Calvert with Unanimous Approval.

Next Board meeting: April 10, 2016 (time TBD)

Respectfully submitted:

Gerardine Wurzburg
Acting Secretary