

# ISLE AU HAUT

COMMUNITY DEVELOPMENT CORPORATION

POST OFFICE BOX 99, ISLE AU HAUT, MAINE 04645 USA

## ICDC Board of Directors Meeting

### Minutes for Meeting

Location: Revere Memorial Hall—Selectmen's Office

**Date: Monday, August 8, 2016**

**Time: 6:30pm**

**Approved: Oct 8, 2017**

## AGENDA

1. Attendance: At Revere Hall: Tricia Barter , Bill Calvert, Catherine Richards, Derrick Sibbald, Robin Tannenbaum, Gerry Wurzburg. Via Phone: Dana Perry, Steve Schaffer. Absent: Jerry Kriegel
2. Approval of the 3/7/16 minutes
  - a. Motion to approve the minutes by Bill Calvert , Seconded by Derrick Sibbald & approved unanimously.
    - i. **Action:**
      1. **Catherine** will locate minutes from tele-meeting where board email voted re: rate increase & frequency.
      2. **Wurzburg** will circulate these minutes for email approval
3. Discuss Vacant Property:
  - a. Board discussed why we are repairing this house versus offering it for sale. It was agreed that we need to keep some rental properties available.
  - b. Work on Current Vacant House
    - i. Review repair estimates
      1. Bill Calvert – has walked through, previous tenant did remove all trash on sight.
    - ii. Actions:
      1. **Repair List: Robin Tannenbaum** will do walk through and create list of what repairs need to be done, including weatherization if information is available and triage these priorities. Based on this list, Robin will create an RFP. **Timeline: Sept 5, 2016 –send RFP out.**
      2. **Create RFP: Robin** (Gerry send RFP)
        - a. Potential bidder: develop list of three potential bidders

ISLE AU HAUT  
COMMUNITY DEVELOPMENT CORPORATION

3. **Timeline for repairs:** RFP out Sept 5, 2016. Work to be completed as soon as possible so we can have a new renter. Post RFP on IAH website, ICDC website, Town hall & store.

4. **Energy Audit:**

a. **Action:**

(1) **Catherine Richards** will locate Energy Audit previously done, and if not available hire some one to conduct one ASAP

b. **Motion to Approve and Energy Audit:** \$3,000

(1) Gerry made motion: 2. Second Bill 3. Vote: unanimous

4. **Annual Inspection:** Discussed need to have a formalized list to use for annual inspection.

a. **Action: R. Tannenbaum** will create an annual walk through list

5. **Review current rental applicants**

a. Discussed more protection against damages with future tenants? Discussed adding language to the rental agreement, requiring larger deposit. No decision made

b. Status of applications: We have applicant who is interested.

i. Bill will get the application processed

c. New Housing Selection Committee: Bill Calvert, Tricia Barter, Gerry Wurzburg (temporary)

6. Other business

a. Finances: \$131,000 checking; \$57,000 in micro loan

b. Micro Loan report:

i. No new loans processed in last year. 3 or 4 are active. Need new ones.

ii. Discussed efforts to promote microloans & discussed lower interest rate from 4% to current local bank rates.

iii. **Motion to support micro loan lowering rate:** Motion made by: Wurzburg, seconded by R. Tannenbaum, Unanimously approved.

7. Review current ICDC committees: tabled for future meeting

i. Housing/ Construction

ii. Promotion and Recruitment

iii. Micro Loan Program

iv. Maintenance Committee:

**ISLE AU HAUT**  
COMMUNITY DEVELOPMENT CORPORATION

- v. Finance Committee
- vi. Housing Application Review Committee: Bill, Tricia, Gerry effective 8/8/16
- 8. Discussion hiring a part-time Administrative person -**
  - i. Discussed need for hiring an Administrative person . How much to pay? Town rate is : \$15/ hr. perhaps \$100/mo: \$1,200/year? Would post job on IAH website.
    - 1. ACTIONS:**
      - a. Catherine will circulate a list of duties.** Job Offering will be posted on town website, etc.
      - b. Timeline: ASAP**
- 9. Discussion hiring an Emergency Repair person:**
  - i. Need to identify on island individuals who can handle emergency repairs.

**Next meeting: Annual Meeting:**

**Catherine will circulate dates. Late Sunday Sept 4<sup>th</sup>.**

A motion was made to end the meeting (G. Wurzburg), seconded by B. Calvert. Unanimously approved.

Sincerely,  
Gerardine Wurzburg  
Acting Secretary, ICDC Board