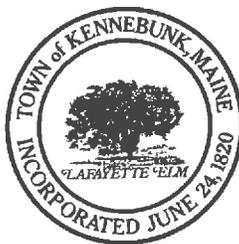


Town of Kennebunk, Maine



Community Development Block Grant Program (CDBG) Committee Minutes

1 Summer Street, Room 300, 6:30 p.m.

Wednesday, January 6, 2016

Present: Teri Collard, Terry Vaughn, Bob Metcalf & Angus Macaulay

Caroline Segalla & Mat Eddy, Staff

Applicants that were present: Bee Nguyen

Segalla opened the meeting with introductions.

Vaughn mentioned Bee Nguyen could also seek estimate from Harvey Windows.

Macaulay asks if warranty on Window World is transferable. Two companies are from Maine and local, one is not. He asks applicant about ownership of the building.

Nguyen responds that is his family has owned it for 11 years.

Eddy adds that Window World is in Westbrook to correct Macaulay's statement that one was not local or in Maine.

Macaulay asks about energy ratings comparisons and says the best energy ratings will save owner money in long run.

Collard is glad that owner sought a third quote. There was huge price difference in the two window quotes initially submitted.

Macaulay asked how the reimbursement process works. Can it be done now?

Segalla explained process.

Nguyen said yes, it can be done now.

Metcalf asks questions on the insulation differences.

Segalla explains differences she was able to gather from conversations with vendors.

Nguyen said A-Best Window offers a 20 year warranty which also saves money.

Segalla ran through spreadsheet and made some corrections. There were items not added correctly and also not placed in proper categories.

Teri shared experience of working with Canvas Works, which has been nothing but good.

Metcalf asked if awnings provided by Spectrum were fire- retardant and galvanized similar to what Canvas Works offered.

Macaulay asked if the fabric awnings to be cleaned by Canvas Works were already out? How good condition are they?

Segalla responded these were still up and they were in very poor condition. They had initially been produced by Canvas Works which is why they offered to simply take down, wash and replace in their estimate.

Metcalf said he could condition the approval if Mat and Caroline were able to get more details on the awnings i.e. that they were 16 gauge galvanized and fire-retardant. This would allow Staff to better compare what each company was offering especially because there was a big price difference. One proposal shows replacing existing awnings and other shows fabricating completely new awnings.

Committee voted to grant A-Best Windows the award of \$6970 for 20 windows. They voted to condition their approval on Staff contacting each awning vendor to confirm that each was in essence offering awnings that were durable and good quality. That each was offering to fabricate awnings that were galvanized and fire-retardant. If there is a problem then, the applicant would have to come back to the Committee with more details in regards to the awnings.

All in favor 4-0

Eddy presents projects proposed for 2016 Microenterprise Grant Application. He explains process of applying, letter of intent, hearings etc...(see attached list presented to the Committee)

Eddy added that all EDP applicants and those creating jobs benefitting LMI persons must submit business plans.

Macaulay asked if they should also determine if grant requests are more about needs versus just wants in order to determine if they should qualify in the first place.

Collard feels it's important that businesses provide a match on all future applications.

Eddy said that the State eliminated the match requirement because sometimes a business may not have a match. Or in other cases we are getting more than a 1:1 match like Gymnasion, Square Toe's who have purchased buildings, taken out loans etc.

Collard motioned to adjourn at 8:13 pm

Macaulay seconded motion.

Motion passes 4-0