



**Norridgewock TIF Advisory Committee  
Meeting Minutes  
April 25, 2023  
4:00 PM  
Conference Room, Norridgewock Town Office**

**MEMBERS PRESENT**

John Malek, Chair  
Becky Ketchum, Vice Chair  
Brandi Ireland  
Drew Ketterer  
Sallie Wilder

**STAFF PRESENT**

Richard LaBelle, Town Manager  
Bruce Hurley, Airport Maintenance Supervisor

**MEMBERS ABSENT**

Jessie Everett, Secretary  
Ruth Keister

Also present for all or part of the meeting were Kelsea Bickford, Robbie Bickford, Ron Frederick, Dana Ledger, and Ken Morgan.

**1. Call to Order**

Mr. Malek called the meeting to order at 4:02 PM.

**2. Discussion/Action on March 28, 2023 Minutes**

Ms. Ketchum inquired about the attachment of Janice Malek's email sent to the Committee at the last meeting. Mr. LaBelle stated that the letter would be attached as a part of the formal record filing and not in each committee member's draft copy.

Mr. Ketterer made a MOTION to approve the March 28, 2023 meeting minutes; seconded by Ms. Wilder. MOTION PASSED.

**3. New Business**

Mr. Malek suggested that the Committee delay consideration of the Façade Improvement Program Guidelines until later in the meeting, as it would likely generate extended discussion. Ms. Ketchum noted that she believed the guidelines should remain a priority, as a newly seated committee wouldn't have the experience to make appropriate changes.

Mr. Ketterer made a MOTION to table *Discussion/Action on Revision to Façade Improvement Program Guidelines* until a point later in the meeting; seconded by Ms. Ireland. MOTION PASSED.

Mr. LaBelle provided an overview of a request being submitted for the Committee to consider a proposal to consider paving a parking area at Central Maine Regional Airport. A map of the approximate project is presented; a project estimate for site preparation and paving is \$50,000. The request has strong support from the Airport Advisory Committee (AAC).

Airport Advisory Committee member Ron Frederick spoke in favor of the request. He noted the support of the AAC and also spoke regarding fuel deliveries and creating safer, easier access. Airport

Maintenance Supervisor Bruce Hurley discussed the safety, maintenance, and service implications that would be made better by completing this project.

Mr. Frederick noted that the amount, while not insignificant, helps to better the town. He is supportive of the TIF investing in Town-owned facilities where possible. He discusses the many different components of town that help make it a great community (recreation, library, etc.); the airport is just one of those components.

AAC member Ken Morgan stated that he is fully supportive of the proposed project and that it is long overdue. He believes that it will be a nice upgrade for the airport. AAC member Dana Ledger also voices support for the project.

Ms. Ketchum made a MOTION to recommend approval of the proposed project in an amount of up to \$50,000; seconded by Ms. Wilder. MOTION PASSED.

Sewer Commission Chair and Water District Trustee Robbie Bickford spoke regarding an opportunity for the Water District and Sewer Department to digitize system maps. There are many opportunities that come from digitization, including enhanced safety measures, reliable backup of documents, and more efficient system repairs. Without grant support, the project could cost up to \$25,000.

Mr. Frederick noted that the Water District is not a Town entity. He is fully supportive of the proposal to assist with the mapping of the wastewater system.

Ms. Ketchum believes that this proposal is a great idea, but questions if there are funding sources other than TIF that could pay for the project. Mr. Malek noted that one of the TIF Committee's Goals, as set out in its guidelines is to "support desirable projects that are otherwise financially infeasible."

Ms. Ketchum made a MOTION to recommend financial support for the project in an amount of up to \$25,000; seconded by Mr. Ketterer. MOTION PASSED.

Mr. LaBelle provided a brief update about the TIF Advisory Committee selection process for (re)appointment. He has spoken with the Select Board Chair about anonymizing applications and believes that is an effective measure for minimizing any bias. The Board will discuss the process for consideration at their next regular meeting. Ms. Ketchum stated that she is opposed to the applications being blinded, as there are factors that could be excluded that should be considered. Mr. Frederick suggested that applications be reviewed by Administration and information that may personally identify a candidate be generalized to express the experience without disclosing one's identity.

Mr. Ketterer stated that his service on the Committee for the last six years has been productive and he believes its work has benefitted many people across the community. He has enjoyed his service and thanks his colleagues on the Committee for working cooperatively.

The Committee began its review of the Façade Improvement Program Guidelines. The plan was to gain consensus on each proposed modification and take a vote *en masse* upon completion of review. Changes agreed to by consensus, but not bound without a vote include:

- 3(F). Increase of annual funding for the program to "shall not exceed 50 percent..."

There was discussion regarding the proposed addition of language to describe a "Waiver of Requirement." Ms. Ketchum spoke about her opposition to the proposed language and adherence to the guidelines. Mr. LaBelle stated that he had drafted the language to formalize any type of exception

that may be granted on a project; a similar mechanism is used in the Town's Site Plan Review Ordinance. There was no consensus gained on this item.

4. **Continued Business**

None.

5. **Other Business**

Mr. Malek stated that the mural project, for which he has sought grant support, has been approved for Phase 1 and that a response from the grant program is expected in mid-May.

6. **Adjournment**

Mr. Malek noted that he has a prior commitment that he must attend to at 5:00. Citing the loss of quorum, Mr. Malek declared the meeting ADJOURNED at 4:58 PM.