

Saranac Lake Local Development Corporation

January 10, 2023, 4:00 PM

The Carry

Minutes

Present: Blythe Niles-Lisner, Jeremy Evans, Stephanie Bolduc Mikesell, Jessica Kemp, Matt Scollin, Andrew Milne

Meeting called to order at 4:07 PM

1. Approval of minutes of December
 - a. Niles-Listner motions, Evans seconds. Scollins abstains. All in favor
2. Treasurer's Report
 - a. Operating Account **ADD AMOUNTS STEPH**
 - b. Grants Account
 - c. **Steph will contact accountant about 2023 audit**
3. Statutory Requirements:
 - a. ABO training: New members (existing every three years) need to do training hosted by state.
 - i. Link sent to all members during the meeting (see email)
 - b. Fiduciary Responsibility Attestment
 - i. Done once, don't have to do again
 1. Jeremy printed, filled out during meeting
 - c. Oath of Office
 - i. **Requires notary, members will take care of on own time.**
4. Annual Policy Adoptions
 - a. Mission Statement and Procurement Policy
 - i. Evans motions to approve both, Scollin seconds, all in favor.
5. Elections of new officers
 - a. Chair - Stephanie Bolduc Mikesell
 - b. Vice Chair - Matt Scollin
 - c. Secretary - Jessica Kemp
 - d. Treasurer - Andrew Milne
 - i. Scollin motions to move the candidates as a slate, Evans seconds, all in favor.
 - e. Committee Assignments
 - i. Governance
 1. Chair - Jeremy
 2. Matt
 3. Blythe
 - ii. Audit/Finance
 1. Chair - Andrew
 2. Steph

- 3. Jessica
- f. Review of the schedule
 - i. Committees will schedule own meetings
 - ii. Remaining on second wednesday (**Steph send out calendar invite**)
- 6. Motion to adjourn public meeting and move to work session
 - a. Scollin motions, Evans seconds, all in favor
- 7. Work Session
- 8. Based on outcomes of discussion, refine the Mission Statement
- 9. Funding Sources and Plan
 - a. Principles for which grants we apply to
 - b. Grants to apply to
 - i. LEAF (Essex County occupancy)
 - 1. Simplified application process
 - 2. Simplified reporting process
 - 3. Upfront money
 - ii. Cloudsplitter
 - iii. Franklin County Tourism
 - iv. Stewarts
 - v. Citizen Advocates
 - vi. Local Corporations
 - vii. National Grid
 - viii. Northern Forest
 - ix. Northern Border Regional Commission
 - c. Need an administrator to facilitate operations of grants
 - i. Build in flat or administrative fee so that we can cover administration
 - d. Housing Focus
 - i. Keeping community feel
 - ii. Work with locals to develop existing properties in need
 - iii. LDC would own the property and could use it as a funding source
 - iv. What sets us apart from AHDC?
 - v. Need to talk to Roots, Land Bank, have to find a niche.
 - vi. Partner with BOCES kids to keep cost down and provide training opportunities? (increases opportunities for trades)
 - vii. Andrew can develop a financial model to support funding requests
 - viii. Need to look at what the other organizations in the space are doing
 - 1. Andrew, Jessica, and Blythe as Housing subcommittee
 - 2. Jeremy: will massage politically
 - ix. Property lists
 - 1. Housing Task Force
 - 2. Franklin County Land Bank - foreclosure list that they can take possession of 10 per year
 - 3. Essex County - foreclosure list
 - 4. Foreclosure lists are probably public
 - x. Should meet with Franklin County Land Bank to learn their process

- e. Complete Streets
 - i. Need to partner with Park and Trails
 - ii. Lake Flower Corridor
 - 1. Banners
 - 2. No current advising/organization to coordinate them
 - iii. Retaining walls
 - 1. Village Comprehensive plan references walls and restrictions on removing them
 - iv. How do we fit in: identify project and help them fix it
 - v. How do we become the go to for going from theory to action
- 10. Need to develop a structure of what we can market to other orgs and people
 - a. Identify community projects within broad categories
 - b. Identify partners
 - c. Raise money
 - d. Collect/hold/spend money
 - e. Retain small fee
- 11. What are principles behind it?
 - a. Need to have guidelines for how we do this
 - b. DRAFT PROPOSED STRUCTURE**
 - c. Set public goals, pick one from each advisory board?
 - i. Housing
 - ii. Pedestrian/Accessibility Friendly
 - d. Kim Duffy: chair at NCCC business (cc Jessica), work/study or pay per hour
 - i. Check Paul Smiths?
- 12. Adjournment
 - a. Steph motions to adjourn, Jessica seconds, all in favor