

In accordance with restrictions in place due to COVID-19, this meeting was held via videoconference.

Chairman Joseph Lawrence called the meeting to order at 8:11 am.

Board members Present: Joe Lawrence, Ron Burns, Thomas Gillette, Darlene Rowsam, Gagan Singh

Others Present: Brittany Davis, Jenna Kraeger, Cheyenne Steria, Kevin McArdle

Excused Board Members: Jerry Cayer

Executive Director's Report

8:11 -8:17

- Brittany Davis noted her previously distributed Directors Report, highlighting the new outline which integrates our strategic priorities.

Correspondence

8:17 -8:19

- The LCIDA board reviewed the correspondence from Carol Murray regarding Double Play Community Center providing comment in relation to the Watertown YMCA project that received a Defense Grant. The LCIDA continues to support Double Play Community Center and their future initiatives in different capacities. Executive Director Davis will respond to Ms. Murray's letter.

Items for Approval

8:19 – 9:08

- **The minutes** for October 1, 2020 **Regular Meeting** were approved upon a motion made by Darlene Rowsam and seconded by Ron Burns. All present were in favor and the motion carried.
- **September Financial Reports** were presented and discussed. Report was approved upon a motion by Tom Gillette and seconded by Ron Burns. All present were in favor and motion carried.
- Executive Director Davis reviewed a **new contract quote from North Country CPA's for Payroll Services**. The North Country CPA's contract was approved upon a motion by Ron Burns seconded by Tom Gillette. All present were in favor and motion carried.
- The LCIDA Board reviewed the **CDBG Grants** awarded and two additional grant proposals to complete the distribution of 2020 funds. The board noted that the Grant Committee reviewed and recommended these projects and applicants had to meet a need and fit certain criteria.
 - **Bodhi Kombucha, LLC** is granted \$34,000 for the purchase of a canning line upon a motion by Ron Burns seconded by Tom Gillette. All present were in favor and motion carried.
 - **Bateman Draft House**, a fine cocktail and craft beer bar and restaurant, is granted \$6,283.77 for the purchase of miscellaneous kitchen and bar equipment upon motion made by Ron Burns seconded by Gagan Singh. 4 present were in favor and 1 opposed. Motion carried.
- The **draft Universal Tax Exemption Policy (UTEP)** was presented for the Board for review. The UTEP was sent out to taxing jurisdictions for comment and the LCIDA Board extended the review period at the last IDA Board Meeting.



- Executive Director Davis provided taxing jurisdiction comments previously distributed to the board for discussion.
- Director of Finance and Incentives, Cheyenne provided the board with an analysis of PILOT incentives per megawatt versus per acre. Discussion and evaluation of the analysis
- A **final resolution approving the amendments to the UTEP** was approved upon a motion from Ron Burns and seconded by Tom Gillette. All in favor and motion carries.
- Note: The UTEP is reviewed and adopted on an annually.

Discussion Items

9:08 - 9:23

- The LCIDA board met in October to complete the **Strategic Plan** and clarify strategic priorities for the organization. LCIDA staff will continue to develop organizational goals for 2021 and present to the board in December.
- The LCIDA staff will hold a **Budget Workshop** with the Board in December.
- Executive Director Davis updated the Board on continued collaboration with the Lewis County Development Corporation to utilize their powers as an LDC. The LCDC passed a resolution to become the host of the **Economic and Community Development Fund**, the LCIDA staff will continue to collaborate with the LCDC to develop details for the fund.
- As a result of our Winter Round Table Event in October, the LCIDA worked with the LCDC and applied for Pratt Northam COVID19 Community Impact Funds to develop the **Winter Design Challenge Grant Program**. The program encourages safe outdoor experiences, for customers and tourism, entertainment and hospitality businesses, during the cold weather months. Businesses with creative proposals will receive a one-time grant, funding 50%, up to \$1000, of selected project costs.

A motion to enter into executive session and adjourn at its close was made at 9:23 am by Darlene Rowsam and seconded by Tom Gillette. All present were in favor and motion carried.

Executive Session

9:23 – 9:32

- The LCIDA Board entered into executive session to discuss negotiations.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Cheyenne Steria'.

**Cheyenne Steria
Secretary/Treasurer**