

Transfer Station Improvement Committee Minutes
May 15 6:00 pm
Cook Memorial Library

Present: Willie Farnum, Gabrielle Watson, Kelly Goodson, Ian Haskell,
Richard Doucette (remote) Steve Schaffer (remote)

Call to Order: 6:04

Approve minutes from April 17, 2023

Motion: Gabrielle W. Second: Kelly G **Vote:** unanimous

Northern Border Regional Commission (NBRC) Catalyst Program Application

TSIC members discussed the application for a grant from NBRC Catalyst program. The application process began on May 15th and needs to be submitted on June 2, 2023 at 5:00 pm. Richard D previously completed the Letter of Intent to NBRC and is willing to be responsible for filling out much of the NBRC Catalyst application. Richard did request help from other TSIC members in specific areas.

Requirement #1 and # 4 Primary Contact and Authorized Official:

Richard D. is willing to be the Primary Contact.

~Richard will ask the Tamworth Select Board if they would like the Select Board Chair or the Town Administrator to fill the Authorized Official Role.

~Ellen will make sure that NBRC Catalyst Grant Application is on the agenda for the June 1st selectboard meeting.

Requirement #8 Local Development District:

**The NBRC Federal-State partnership is aided by a group of regional organizations called Local Development Districts (LDDs) that can assist NBRC in its outreach activities and help administer NBRC investments for grantees. (*from 2023 NBRC Catalyst program Application Manual)*

Consulting with an LDD is a requirement. Lakes Region Planning Commission (LRPC) is our local LDD. Richard D. has already contacted LRPC and requested help.

Gabrielle W suggested converting the application from a PDF to a Word format before sending to LRPC. This would make editing/corrections easier.

~Gabrielle will convert the application document and send to members.

Application Help:

~NBRC has a training webinar on filling out the application. Several TSIC members have already watched the webinar. The webinar is recorded and will be available for other members for viewing. General Information Session (Power Point) - [Click Here](#)

~NBRC also sponsors a technical assistance service and coaching for NBRC Catalyst applicants. This service is optional.

Willie will sign up for two slots; one early on to answer questions and if possible, a later slot to review our work. [DONE](#)

Microsoft Teams meeting: May 18 12:30-1:15

Join on your computer, mobile app or room device.

[Click here to join the meeting](#)

Meeting ID: 295 080 861 317

Passcode: qwBHQ8

[Download Teams](#) | [Join on the web](#)

Requirement #9 Submission of a Single Audit in the past 12 months: **Single Audits require comprehensive testing of compliance and internal controls over compliance of federal programs. States, local governments and not-for-profit entities are required to undergo a single audit if they spent \$750,000 or more in federal awards in a fiscal year....(*from 2023 NBRC Catalyst program Application Manual)*

~Richard and Willie will consult with Town Administrator Keats Meyer about the Audit.

Requirement #21 Economic Impact of the Project

**....Select 2-4 items on list which identify the anticipated economic impact as a result of the NBRC investment.....*

Create and/or retain jobs,

Raise per capita income,

Lower poverty in the region,

Lower regional unemployment,

*Lower regional outmigration rates.....(*from 2023 NBRC Catalyst program Application Manual)*

~Kelly G. and Ian H. recommended stressing the lower tax benefit by cost savings at the transfer station. The new facility may ultimately create one job.

Kelly will talk to the Tamworth Economic Council and see what suggestions they offer. [DONE](#): Ellen will forward the preliminary reply from Economic Counsel separately to TSIC members

Requirement #22 Outcomes of Project: **.....identify the anticipated measurable and obtainable outcomes of the proposed project.....(*from 2023 NBRC Catalyst program Application Manual)*

~Maud and Willie will help with this requirement.

Requirement # 24 Regional Plan, #25 State Planning, # 26 Strategic Plan,

Maud and Willie will help with this requirement.

Requirement # 30 Staff Resumes: **Provide staff resumes of those who will be responsible for the NBRC funds, and a list of loan review committee members to include their relevant qualifications. (*from 2023 NBRC Catalyst program Application Manual)*

Richard believes that staff resumes may be needed for the Primary Contact, Authorized Official and perhaps from the engineering firm, Sanborn Head & Associates.

Adjourn 6:40 pm

Minutes E. Farnum