

## Minutes for Readfield Enterprise Committee 12/18/18

REC is committee

REF is the fund

It was decided by all that Cliff would be the Chair, Steve would remain the Vice-Chair and Chris would be the Secretary.

Used original What is the Readfield Enterprise Fund document to set up new parameters. No Federal rules and do we keep low income. Eric to check if income was voted in on warrant. Current value of fund is \$54,288.

Delete the 3<sup>rd</sup> and 4<sup>th</sup> bullets and not require a down payment.

Add two items under Funds may be used for: 7. Job creation and /or retention plus salaries for employees. 8. IT Development

Funds may be combined with other sources of financing. Decided it could be used as leverage for other sources of financing.

No changes to Funds may not be used for.

No changes to Why does the REC exist?

Who administers the REF and who is eligible to apply for funding. Change first bullet to read The REC loan review committee is composed of Readfield residents and an outside professional advisor. Add entrepreneur to the end of the second bullet. Remove #1 under this bullet. Look at #3 if we want to limit it to 4 employees.

When and where does REC meet. Change first bullet to read monthly or as needed.

How does the REF application work? First bullet change Phase 1 applications are accepted on a rolling basis and will be reviewed within 30 days. Bullet 2 change to Promising projects will be invited to submit a Phase 2 application. Bullet 3 to read Phase 2 applications will be reviewed at the next scheduled REC meeting following the applicant's acceptance of Phase 1 application. Decisions on loans will be made within 30 days from the date of completion of Phase 2. Strike 2. That the loan and grant are not simply replacing other available financing.

We discussed adding proof of what the funds are being used for such as an invoice. We suggested the appicatee be given Phase 1 and 2 at the beginning so they are aware of what kind information we need. Phase 1 application has check off for non-profits. Ask on the application if they applied for professional financing. Leave the percentage at 0% because collecting the interest is going to make bookkeeping difficult. The Town of Readfield collects the payments. We have had 2 successful business from past loans.

Submitted by Chris Sammons