



**ECONOMIC DEVELOPMENT**



**Daniel Stevenson**  
*Economic Development Director*  
2 York Street  
Westbrook, Maine 04092  
Phone: 207-591-8101

To: Westbrook Environmental Improvement Corporation

From: Daniel Stevenson

Date: April 28, 2020

Re: Agenda for Emergency WEIC meeting on **Wednesday, April 29 at 2:30 pm**

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### **WEIC Meeting Agenda | April 29, 2020**

- Vote on the Rules of Procedure for Remote Access Meetings
- Vote on Small Business Emergency Commercial Rental Assistance Program

## **WESTBROOK ENVIRONMENTAL IMPROVEMENT CORPORATION RULES OF PROCEDURE FOR REMOTE ACCESS MEETINGS**

*Updated April 28, 2020*

**PURPOSE:** The purpose for remote access meetings is to allow the conduct of Westbrook Environmental Improvement Corporation (WEIC) meetings during the state of emergency declared by Governor Mills.

**AUTHORITY:** In accordance with Public Law Chapter 617 adopted as emergency legislation by the Maine State Legislature on March 17, 2020 and signed into effect by Governor Mills, 1 MRSA § 403-A permits public proceedings through remote access during the declaration of state of emergency due to COVID-19.

Westbrook Environmental Improvement Corporation meetings conducted in accordance with these provisions shall be subject to the following Rules of Procedure.

**PLATFORM.** The Westbrook Environmental Improvement Corporation shall utilize “Zoom” as its platform for remote participation by WEIC and for viewing by the public. Instructions for use of the platform shall be included on the meeting agenda and on the City’s website.

**MEETING NOTICE.** Notice of these public meetings will be posted to the City website.

**FACILITATOR.** To coordinate these public meetings in the online environment, a member of WEIC shall be the designated facilitator for all Westbrook Environmental Improvement Corporation meetings held in accordance with these provisions. The facilitator shall read all items into the record, and Westbrook Environmental Improvement Corporation members shall provide motions. The Chair will run the meeting.

**COMMISSION/ADMINISTRATION PARTICIPATION.** Westbrook Environmental Improvement Corporation and Economic Development Staff participating in the public meeting will participate through the Zoom platform. WEIC Members are encouraged to review the agenda packet beforehand and to request any additional documentation or clarification from the staff prior to the meeting, as staff members may not be immediately able to answer questions during the meeting.

**ROLL CALL VOTE.** In accordance with the provisions outlined with 1 MRSA § 403-A, all Westbrook Environmental Improvement Corporation votes taken during a public meeting shall be taken by roll call vote. This includes attendance, all motions, and adjournments.

**PUBLIC PARTICIPATION.** Members of the public may be afforded the opportunity to view the meetings live online or may listen by phone, to the extent this function can be made available.

**ADJUSTMENTS TO RULES.** The Economic Development Director or their designee shall adjust these Rules as may be necessary in accordance with State and local provisions and shall present the adjusted Rules to Westbrook Environmental Improvement Corporation for confirmation at the next Westbrook Environmental Improvement Corporation meeting.

## **Small Business Emergency Commercial Rent Assistance Program**

### **Program Overview**

The purpose of the Small Business Emergency Commercial Rent Assistance Program is to support Westbrook's small businesses in immediate need of rental or mortgage payment assistance, due to the COVID-19 Pandemic. This grant program may provide assistance for commercial rent or commercial mortgage not to exceed \$1,500.00, for businesses with 50 or fewer Westbrook based employees. The goal is to focus on individual businesses that are in need of assistance. To address this immediate need, speed, flexibility, simplicity and efficiency are critical elements of the grant program delivery. A flexible grant program will have a direct impact to help small businesses retain jobs and survive the crisis.

This Emergency Rental Assistance Grant Program, capitalized with \$100,500, was created to help Westbrook small businesses recover from revenue loss by awarding grants for rental or mortgage assistance during the coronavirus crisis. Businesses with 50 employees or less that meet the eligibility and requirements for submission are encouraged to apply via this Google Form. The grants will be paid directly to the applicant's landlord. For owner-occupied businesses, determinations will be made on a case-by-case basis to find the best way possible to assist with payment options.

### **ELIGIBILITY:**

Business is located in Westbrook, Maine and pays rent or makes mortgage payments for a dedicated commercial space located in Westbrook.

Business had 50 or fewer part-time or full-time employees in Westbrook (between January 1, 2020 and March 1, 2020).

Business can demonstrate revenue loss as a result of the coronavirus crisis.

Note: City of Westbrook employees and elected officials are *not* eligible to apply. Home-based businesses are *not* eligible to apply.

### **REQUIREMENT SUBMISSIONS:**

Completed application

Payroll report for the period from January 1, 2020 to March 1, 2020, demonstrating that the number of employees (including both full and part time) is 50 or less.

Copy of commercial lease showing monthly payment and landlord contact information or mortgage payment information.

Statement of need and demonstration of a reduction in revenue since the COVID-19 Pandemic as a result of temporary shutdown of business, cancelled accounts, cancelled events, etc. Evidence may include, but is not limited to: emails, screenshots, closure posts on social media and webpages.

**GRANT PROCEDURE:**

The City will provide an electronic application that will stipulate the requirements of a completed grant application. Completed applications will be reviewed weekly by Economic Development Staff, on a rolling basis, and a second round of submissions may be opened if funding is available. Please allow up to 10-12 days for processing after submission, and 2-3 weeks after award notification to receive funds. We will notify recipients by email. Grant award recipients will receive a 1099 form at the end of the calendar year.

**GUIDELINES:**

Applicant understands that uploaded files may be shared outside of the organization they belong to (except for financial application materials that include confidential information). However, numbers of awards and amounts may be reported publicly.

Any award of funds and conditions of the Small Business Emergency Commercial Rental Assistance Program are subject to City Council approval.

If you have trouble with this online platform, please contact Tina Radel, Marketing Director, via email at [tradel@westbrook.me.us](mailto:tradel@westbrook.me.us).

If you have any questions about the grant, please contact Daniel Stevenson, Economic Development Director, at [dstevenson@westbrook.me.us](mailto:dstevenson@westbrook.me.us) or 207-956-3197.

**City of Westbrook - WEIC  
FY 2020 Year-To-Report  
Unaudited April 28th , 2020**

Project Code 02299

	<b>FY20 BUDGET</b>	<b>FY20 ACTUAL</b>	<b>FY20 BUD vs FY20 ACT +/-</b>
<b>Revenues:</b>			
WEIC Revenue			
Investment Earnings	9,000.00	11,622.86	2,622.86
TIF's	414,829.00	428,124.29	13,295.29
<b>Total Revenues</b>	<b>423,829.00</b>	<b>439,747.15</b>	<b>15,918.15</b>
<b>Expenses:</b>			
Contractual Services	8,850.00	8,850.00	-
Consultants	35,000.00	35,000.00	-
Debt Services - Principal	100,000.00	100,000.00	-
Debt Services - Interest	15,664.00	15,663.68	0.32
WEIC Projects	263,015.00	280,607.96	(17,592.96)
Assessed Taxes	1,300.00	352.80	947.20
<b>Total Expenses</b>	<b>423,829.00</b>	<b>440,474.44</b>	<b>(16,645.44)</b>
<b>Net Income (Loss)</b>	<b>-</b>	<b>(727.29)</b>	<b>(727.29)</b>
 <b>Unaudited Fund Balance as of 7/1/19</b>	 <b>664,147.07</b>		
<b>FY20 Over Expenditures over Revenue and Committed</b>	<b>(228,940.81)</b>	<small>(727.29 and \$228,213)</small>	
<b>Net Fund Balance</b>	<b>435,206.26</b>		

**City of Westbrook  
FY 2019 Year-To-Report  
Audited 6/30/19**

Project Code 02299

	FY19 BUDGET	FY19 ACTUAL	FY19 BUD vs FY19 ACT +/-
<b>Revenues:</b>			
WEIC Revenue			
Investment Earnings	8,200.00	14,487.80	6,287.80
TIF's	413,185.00	431,657.67	18,472.67
<b>Total Revenues</b>	<b>421,385.00</b>	<b>446,145.47</b>	<b>24,760.47</b>
<b>Expenses:</b>			
Contractual Services	8,860.00	8,850.00	10.00
Consultants	35,000.00	35,000.00	-
GIS Project	-	-	-
Debt Services - Principal	153,659.00	153,659.00	-
Debt Services - Interest	18,200.00	18,200.27	(0.27)
WEIC Projects	204,366.00	102,884.23	101,481.77
Assessed Taxes	1,300.00	1,241.70	58.30
Transfer - Façade Programs \$50,000 & Land SAPPI \$250,000	-	300,000.00	(300,000.00)
<b>Total Expenses</b>	<b>421,385.00</b>	<b>619,835.20</b>	<b>(198,450.20)</b>
<b>Net Income (Loss)</b>	<b>-</b>	<b>(173,689.73)</b>	<b>(173,689.73)</b>
<b>Unaudited Fund Balance as of 7/1/18</b>	<b>837,836.80</b>		
<b>FY19 Over Expenditures over Revenue</b>	<b>(173,689.73)</b>		
<b>Expended funds</b>	<b>664,147.07</b>		
<b>Approved Projects Balances</b>	<b>(228,213.52)</b>		
<b>Net Fund Balance</b>	<b>435,933.55</b>		

**City of Westbrook  
FY 2018 Year-To-Report  
6/30/18**

Project Code 02299

	FY18 BUDGET	FY18 ACTUAL	FY18 BUD vs FY18 ACT +/-
<b>Revenues:</b>			
WEIC Revenue	-		
Investment Earnings	2,900.00	10,084.72	7,184.72
TIF's	383,183.00	415,551.63	32,368.63
<b>Total Revenues</b>	<b>386,083.00</b>	<b>425,636.35</b>	<b>39,553.35</b>
<b>Expenses:</b>			
Salaries - Regular FT/PT	84,540.00	77,548.75	6,991.25
Other Employee Benefits	27,975.00	29,699.17	(1,724.17)
Contractual Services	8,850.00	8,850.04	(0.04)
Consultants	40,000.00	36,000.00	4,000.00
GIS Project	-	11,000.00	(11,000.00)
Debt Services - Principal	153,659.00	153,659.00	-
Debt Services - Interest	21,274.00	21,273.42	0.58
WEIC Projects	48,485.00	47,011.12	1,473.88
Assessed Taxes	1,300.00	1,241.70	58.30
Transfer to Capital (Riverfront)	-	72,800.00	(72,800.00)
<b>Total Expenses</b>	<b>386,083.00</b>	<b>459,083.20</b>	<b>(73,000.20)</b>
<b>Net Income (Loss)</b>	<b>-</b>	<b>(33,446.85)</b>	<b>(33,446.85)</b>

**City of Westbrook  
WEIC Budget vs Actual  
FY17 Unaudited -YTD October 2016**

Project Code 02299

<b>Revenues:</b>	<b>BUDGET</b>	<b>FY17</b>	<b>+/-</b>
WEIC Revenue	-	-	
Investment Earnings	-	-	-
TIF's	371,555.00	-	371,555.00
<b>Total Revenues</b>	<b>371,555.00</b>	<b>-</b>	<b>371,555.00</b>

<b>Expenses:</b>			
Salaries - Regular FT/PT	139,460.00	53,260.37	86,199.63
Employee Benefits	32,559.00	-	
Consultants	-	7,692.32	(7,692.32)
Debt Services - Principal	126,857.00		126,857.00
Debt Services - Interest	24,079.00		24,079.00
WEIC Projects	-	23,624.80	(23,624.80)
Assessed Taxes	1,300.00	1,198.78	101.22
<b>Total Expenses</b>	<b>324,255.00</b>	<b>85,776.27</b>	<b>205,919.73</b>

<b>Net Income (Loss)</b>	<b>47,300.00</b>	<b>(85,776.27)</b>	<b>165,635.27</b>
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<b>Audited Fund Balance as of 6/30/16</b>	<b>#REF!</b>
<b>FY2017</b>	<b>(85,776.27)</b>
<b>Funds Balance</b>	<b>#REF!</b>

**City of Westbrook -WEIC  
Forecast  
FY19**

Project Code 02299

	FY19 BUDGET	FY19 ACTUAL	FY19 BUD vs FY19 ACT +/-
<b>Revenues:</b>			
WEIC Revenue			
Investment Earnings	8,200.00	11,000.00	2,800.00
TIF's	413,185.00	431,657.67	18,472.67
<b>Total Revenues</b>	<b>421,385.00</b>	<b>442,657.67</b>	<b>21,272.67</b>
<b>Expenses:</b>			
Contractual Services	8,860.00	8,850.00	10.00
Consultants	35,000.00	35,000.00	-
Debt Services - Principal	153,659.00	153,659.00	-
Debt Services - Interest	18,200.00	18,200.00	-
WEIC Projects	204,366.00	331,097.75	(126,731.75)
Assessed Taxes	1,300.00	1,241.70	58.30
Transfer to Capital (Riverfront)	-		-
<b>Total Expenses</b>	<b>421,385.00</b>	<b>548,048.45</b>	<b>(126,663.45)</b>
<b>Net Income (Loss)</b>	<b>-</b>	<b>(105,390.78)</b>	<b>(105,390.78)</b>

**Fund Balance as of 7/1/18** **837,836.80**

**Use of Fund Balance based on FY19 Forecast above** **(105,390.78)**

**Estimated Fund Balance at 6/30/19** **732,446.02**

**City of Westbrook  
WEIC Projects**

**Projects for FY18 which have been spent**

Community Policing Office Rental	9,000.00
Food for meetings	565.17
Westbrook High School Environmental Field Trip	2,000.00
Electric Charging Station	3,905.95
Electrical for Charging Station	1,500.00
WGME TV Campaign	15,000.00
Reimbursement of CDBG Funds -Riverfront Development	15,040.00
<b>Total</b>	<b><u>47,011.12</u></b>

**Projects for FY19 which have been spent**

Food for meetings	794.01
Façade Improvement Program	48,829.85
Milone & MacBroom Westbrook Common Revitalization Design	41,244.96
Scacarappa Falls Deign Service	9,304.41
HS Field Trip Samples	2,000.00
Princeton Hydo LLC	711.00
<b>Total</b>	<b><u>102,884.23</u></b>

**Projects for FY20 which have been spent**

Food for meetings	130.95	v
Façade Program	31,170.15	v
Milone & MacBroom Westbrook Common Revitalization Design	45,036.11	
Electric Charging Stations	1,552.92	v
Portland Trails Order 2014-034	2,717.83	v
Westbrook Commons	200,000.00	
	<b><u>280,607.96</u></b>	

**Unexpended Committed Projects**

Install Vender Miser Technology in Vending Machines	2,000.00	Order 2016-042
Upgrade Lighting at the Westbrook Performing Arts	3,000.00	Order 2017-052
Electric Charging Stations	-	Order 2017-120
Downtown Façade Improvement Program	-	Order 2018-061
Design Services relating to Sculpting of Sac Falls (McLaughlin Whitewater)	10,695.59	Order 2018-139
Princeton Hydr for engineering/design potential features at Sac Falls	1,289.00	Order 2018-165
Milone & MacBroom Westbrook Common Revitalization Design	9,228.93	Order 2019-036
HS Field Trip Samples	2,000.00	Order 2019-047
Westbrook Commons	200,000.00	
<b>Total</b>	<b><u>228,213.52</u></b>	

**Total FY20 Spent and Committed Projects**

**383,492.19**