

***SACHEM FUND BOARD SPECIAL MEETING***

**Tuesday, April 4<sup>th</sup>, 2017  
Norwich City Hall, Room 319  
4:04-4:20 p.m. Meeting Notes**

Attendees: Mayor Debercy Hinchey; Comptroller Josh Pothier; Community Development Deanna Rhodes; Mohegan Tribal Council Member Mark Brown; Alderwoman Joanne Philbrick; - Recording Secretary Marixsa Romanella

Absent: Council Appointee Lottie Scott, William Quidgeon Jr. Council Appointee

Citizens Attending: Shiela Hayes, Regan Miner, Bill Champagne from Norwich Historical Society

Members of the Media: None

1. Mayor Hinchey called the meeting to order at 4:04 p.m.
2. Mark Brown motioned and seconded by Josh Pothier, to approve meeting minutes of February 28<sup>th</sup>, 2016. The motion passed unanimously.
3. Citizen's Comments:
  - i. Shiela Hayes – Shiela stated that she reviewed the businesses that were assisted last year. The three (3) that she reviewed were existing businesses and assisting them was necessary with some of their expansions and hardships. Shiela stated however, that none of the businesses were in downtown; they were located in Greenville and two (2) in Taftville. She was glad to see that there was money from the original grant (\$90K) that was given. A couple of concerns that she recalls that were discussed was that the board wanted to concentrated on trying to utilize the grant for downtown businesses. Unfortunately, the grant was not utilized for these businesses as there were a couple of preliminary applications but no final applications. She is hoping that with the new round of applications, the board would consider not just the business side but also the rate of return of tourism and activities of projects that may be submitted and forthcoming.
4. Determine Board Chair and Co-Chair:
  - a. Mark Brown stated that William Quidgeon was Co-Chair and the question now is if Norwich should have the Chair side or who we have as Chair. Mayor Hinchey expressed that since she is not running again, she would not want things to get lost in the shuffle as positions change within the City. Mayor Hinchey suggested Deanna Rhodes be considered for Co-Chair with William Quidgeon. No further discussion or suggestions took place. Mayor Hinchey motioned Deanna Rhodes be considered for Co-Chair and Mark Brown seconded that motioned. The motion passed unanimously.

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5. Discussion regarding any Request for Information (RFI) submissions:
  - a. Deanna stated we did not receive any RFI submissions in writing by the deadline. However, there was a verbal question via a phone call that was given to Deanna of which she discussed with Josh and it was decided to bring the question before the board. The question was: does a business have to be a non-profit in order to apply for these grants? Deanna Rhode stated in her determination, a business does not have to be a non-profit due to the twelve (12) criteria businesses would have to meet. It was decided it was not a determining factor and it does not exclude non-profit businesses; the question will be addressed on the website.
  
6. Scheduling Future Meeting Dates for 2017:
  - a. In reviewing page three (3) of the RFP, the following dates were determined:
    - a) A Special Meeting - Thursday, April 27<sup>th</sup>, 2017 at 4:00pm
      1. Regular Meetings as follows:
        - a. Monday, May 15<sup>th</sup>, 2017 at 4:00PM
        - b. Tuesday, May 30<sup>th</sup>, 2017 at 4:00PM
        - c. Tuesday, June 6<sup>th</sup>, 2017 at 4:00PM
      - b) Present resolution for agenda setting on June 12th, 2017
      - c) Present RFP to City Council on June 19<sup>th</sup>, 2017
  
7. On a motion from Mayor Hinchey and seconded by Alderwoman Philbrick the meeting adjourned at 4:20 p.m. The motion passed unanimously.

Respectfully submitted by: Marixsa J. Romanella, Recording Secretary