

## AGENDA

### SOUTHERN MAINE PLANNING AND DEVELOPMENT COMMISSION

#### EXECUTIVE COMMITTEE

April 25<sup>th</sup>, 2024

**SMPDC Conference Room, Saco Island, ZOOM**

9:00 AM - 10:00 AM+/-

### **1. Minutes of the March 28<sup>th</sup> meeting.**

*The minutes for the meeting are enclosed.*

*Move to accept the minutes of March 28th.*

### **2. Treasurer's Report**

*There are a few items for the Treasurer's report.*

*We have included:*

- 1. The accounting "dashboard" for March.*
- 2. The most recent Financial Statement from QuickBooks*
- 3. The most recent loan activity and info*

*Move to accept the most recent financial reports.*

### **3. SMFA Loan Servicing Agreement**

*As you know SMFA has been servicing both our EPA and EDA loans for about 15 years. As the demands of our program change over time (as well as the account balances) we have made some small changes to our agreement. We are also seeking to maximize our program income dollars. The biggest change is in the fee structure on EPA loans with SMFA, which provides (with the change) as 1% of interest earned for financial management of the loans instead of what used to be 1/2 of interest earned. We also have capped loan origination and underwriting costs as detailed in the proposal. This works out to be a fair and pretty much revenue neutral solution for Will and us. On EDA loans we had a sliding scale based on interest rates. Now it is a set fee. (1/2 the interest). Will does quite a bit of work on the EDA loans (including finding many of them) and they are usually much smaller than the EPA loans. The new agreement is enclosed.*

## **4. Comp Planning Legislation (LD 1976)**

*This legislation has passed both the House and Senate and is on the Governor's desk. It will radically change how Comp Plans are done – and in the opinion of staff here, not necessarily in a good way.*

*Our bill LD 602, to develop more revenue for RPCs was passed, but it appears the fiscal note for it was not. I hope to have more info by Thursday.*

## **5. Budget**

*Randy and I have enclosed a DRAFT budget for the upcoming year. There is obviously some uncertainty in it with staff changes, finding questions and the direction of some state programs. It is a little tighter than last year due to some increased expenses. Revenues are more or less the same. We can go over in more detail, but wanted to give you a briefing before we need to approve a budget (May) to send to the Annual Meeting (June 26)*

## **6. Personnel**

*As you may or may not know both Hannah and Lee Jay have decided to move on to other positions in the region. We will miss them both and of course Lee Jay has become something of a legend in York and Oxford counties with his Planning Board and TA work. He has been with us for about 12 years. He will be extremely difficult to replace. He will be with us for another month. Hannah's last day is 4/25.*

*We are currently seeking a replacement for Hannah's position and have some good resumes. We have decided internally to wait for the new Executive Director to take part in replacing Lee Jay. However, we do intend at least begin advertising for the position in the next week or two so we are not waiting until mid-summer and trying to fill this position. But the ultimate decision will be the new ED's. We are also going to have some discussions (which the new ED will need to consider about what specifically the Planning Director position will look like as Lee Jay had a very specific set of skills which served our region well. It is unclear on whether we could fill that role or even whether it is the appropriate role (going to Planning Board meetings  $\frac{3}{4}$  nights a week and doing development reviews in small towns). It is something we always have done, but it is a drain on individuals.*

*We are doing final interviews for Marian's position this week. Marian is still with us 😊*