

## AGENDA

### SOUTHERN MAINE PLANNING AND DEVELOPMENT COMMISSION

#### EXECUTIVE COMMITTEE

Thursday August 24<sup>th</sup>, 2023  
**SMPDC Conference Room, Saco Island, ZOOM**  
9:00 AM - 10:00 AM+/-

### **1. Minutes of the June 2<sup>nd</sup> and June 20<sup>th</sup> Annual Meeting.**

*The minutes for the meeting are enclosed.*

*Move to accept the minutes of the June 2<sup>nd</sup> and June 20<sup>th</sup> Annual Meeting.*

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

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

*We have included:*

- 1. The accounting "dashboard" for June and July, 2023*
- 2. The most recent Financial Statement from QuickBooks for June and July, 2023*
- 3. The most recent loan activity and info*

*Randy also has a pre-audit rundown of the finances ending June 30<sup>th</sup>, 2023*

*Move to accept the most recent financial reports.*

### **3. Brownfields Grant Request/Town of Kittery and Fair Tide**

*The Town of Kittery has applied to our Brownfields RLF Clean-Up Program for a \$210,000 grant for the clean-up and remediation of two parcels on Old Post Rd, which will be redeveloped into a small-scale multi-family affordable housing complex. The site consists of a lot with a former garage built in 1940 and a lot with a former residence built in 1960. Asbestos, lead paint, and other hazardous materials were identified and will be abated as part of the demolition and construction.*

*Fair Tide housing proposes building a minimum of four and maximum of six affordable housing units, as well as approx. 9,000 sq. ft. of green space for tenants and public access on the shore of a small pond. This is an excellent example of a municipality doing its part to increase access to housing locally, and a way SMPDC can support that work. Staff recommends the approval of a Brownfields Clean-Up grant of \$210,000.*

*Funding for the project will come out of our new EPA 3.9 million Cooperative Agreement, which was recently infused with an additional 3 million dollars. There is no match required on the BIL monies.*

*The application and supporting info is attached. The Town of Kittery and Fair Tide will be present to discuss and answer any questions if needed.*

***Motion to approve a Brownfields Clean-up grant to the Town of Kittery for \$210,000***

**Also a Quick Brownfields Update –**

*Raegan and I attended the National Brownfields Conference in Detroit in early August. It was great for Raegan to meet the regional and national EPA staffs as she takes the lead on our program. We continue to be one of the most high-performing programs in the country.*

*We hope to close our 2014 open clean-up grant very soon. This will enable us to continue to work with a great deal of flexibility with our program as once this grant is closed a number of restrictions on the use of funds are lifted. We will be applying for additional assessment money in the fall and additional supplemental clean-up funds in the winter/spring.*

*We are continuing to find creative ways to use our funds - all within the parameters of the program. Once our 2014 grant is closed, we will present some ideas on how to maximize the use of our funds and line them up with the mission of our organization.*

#### **4. New RLF Committee**

*From our last meeting we agreed that we should combine both the Brownfields Revolving Loan Committee and our EDA Loan Committee into one committee. I would propose the following*

*Chris Bailey-retired, Commercial Banking*

*Chris Osterrieder- SMPDC Board, Town of Kennebunk*

*Jan Williams – SMPDC Chair, SMFA Chair*

*Jim Shirley - Attorney*

*Paul Mattor- Town of Hollis, Licensed Appraiser*

*Jason Garnham, Kittery Economic and Community Development Director*

*Becky Jacobs – Kennebunk Savings Bank*

*Cathy Buffum – Partners Bank*

*Eric Doyon – Saco and Biddeford Savings Institution*

*We have retained elements of both committees. There will be some learning curve because the programs are different, but this will be a good group. If folks have other thoughts, I welcome them.*

*Most of the people listed above have agreed to serve, but I have not gotten in final touch with all of them.*

## **5. Personnel Committee**

*We have discussed this at a prior meeting. I believe it makes sense as we have now grown to 15 employees (see below); we are discussing a new organizational chart (to replace the one we don't have!); we have new job descriptions and a salary structure; probably should continue to update the personnel policy; one is called for in the by-laws; and it is probably time to discuss some succession planning. With the Board go ahead, I could carve out a list of responsibilities – understanding prior concerns that we don't want a Committee taking over Director related duties.*

*Motion to proceed with the formation of a Personnel Committee with responsibilities to be presented at a following meeting.*

## **6. New Hires and Odds and Ends**

*I have asked Brookelyn Gingras, who joined us in May to jump on and introduce herself. Brookelyn will be working mainly on Economic Development, but also other planning projects.*

*As you may have heard, Julia Maine left our Sustainability team to go work for a private consulting group. We are beginning interviews for her position.*

*We have also advertised and offered a position for a Land Use/Transportation Planner to assist with housing and transportation work – both of which are expanding at this time. We have offered the position to someone who will be visiting us in two weeks after moving from Ohio. He has not formally accepted.*

*As a note – we received over 30 applications for the Sustainability position and 2 for the land use position (although we really liked the candidates).*

*We have also expanded our office, yet again, and moved into the former therapist's office next to Social Security.*

*We will now be at 15 people (including the Americorps position).*

***Next meeting: September 28<sup>th</sup>***