

AGENDA

SOUTHERN MAINE PLANNING AND DEVELOPMENT COMMISSION

EXECUTIVE COMMITTEE

September 28, 2023

SMPDC Conference Room, Saco Island, ZOOM

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

1. Minutes of the August 24th Meeting.

The minutes for the meeting are enclosed.

Move to accept the minutes of the August 24th Meeting.

2. Treasurer's Report

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

We have included:

- 1. The accounting "dashboard" for August 2023*
- 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. State Land Bank/SMPDC Role

In 2021 the legislature passed a law named the Maine Land Bank Development Act. The Board of the organization has been selected and they are ready to get to work. Lee Jay is on the nine member board.

I have asked Lee Jay to provide a quick update and also briefly discuss what land banks do.

Here at SMPDC, we have been pondering the idea of a regional land bank. It fits in perfectly with our Brownfields responsibilities and now appears as if it is fully enabled by the state legislation. At a recent Brownfield conference, there was a session on use of land banks with brownfields funding playing a key role. We really believe there is an intersection here for a lot

of our work including affordable housing, brownfields and even land conservation to begin exploring the idea of a regional land bank. We know some towns are beginning to discuss it and Sanford already has one.

With our impending (we believe) closeout of our second Clean-up grant, we will have a great deal of flexibility with the funds that have lost some of their federal strings. This will be in excess of 2 million dollars.

I just wanted to let the Board know we plan to do some research on this in the next few months.

4. DECD HUB Program

SMPDC received a 750k grant from Maine DECD to implement a new regional HUB program which we will describe. The outlines of what we propose to do are enclosed. Essentially it has two parts:

- 1. Distribute grant funding to small businesses who were not fully covered by COVID funding in prior rounds.*
- 2. Set up a TA assistance network for small businesses (with a focus on minority owned businesses) within our region.*

We can briefly describe the road map for both of those efforts. The work will be primarily accomplished by James, Brookelyn and a consultant we have recently hired. The full launch of the program will be in a couple of weeks.

5. Succession Planning/Personnel

As noted the last couple of meetings, SMPDC has recently hired additional folks (see below) and continues to grow. We also may see additional personnel changes related to retirement, etc. in the upcoming years. In a discussion with the Finance Committee a few weeks ago, it was suggested that rather than put together a new committee, (a personnel committee), we add this to their current role as they meet monthly and can simply add it to their agenda. As you know, we currently have a HR Consultant who is well versed in HR and other issues. She could work with Kendra, Jan and Chris on this.

It would simply be an authorization to have the Finance Committee work on long-range personnel issues with our consultant.

6. New Hires

We have two new hires whose resumes are attached:

- 1) Melanie Nash will be replacing Julia Maine and will assist Karina and Abbie on Sustainability/Resiliency. She will be starting in two weeks.*

- 2) *Mikala Jordan is a hire for a new position which is combo Land Use/Transportation Planner. She will not start for about two months as she is moving from Utah to come back to Maine.*

We are very excited to welcome them both.

Next meeting: October 26th