

AGENDA

SOUTHERN MAINE PLANNING & DEVELOPMENT COMMISSION

EXECUTIVE COMMITTEE

February 26, 2015
Anderson Learning Center
21 Bradeen St.
Springvale, Me.

(Meeting will be downstairs in classroom across from Nasson Heritage Room)
9:00 AM

1. Minutes of December 18th meeting

The minutes for the meetings are enclosed.

Move to accept the minutes of the December meeting.

2. Treasurer's Report

The Treasurer's Report for January (including Brownfields information) will be provided at meeting.

Move to accept the Treasurers Report for January.

3. Brownfields

We are working to close out our existing Brownfields RLF grant, which was first awarded in 2007 with one million dollars. Since that time EPA has added supplemental funds (approximately 2.35 million) and also another million dollar grant for a total of 4.35 million. We have now expended all those funds in grants and loans and are in the process of closing the grant out with EPA. At that point, all program income (loan repayments of principal and interest) will be SMPDC revenue to spend on Brownfields projects, but without many of the federal requirements attached. Chuck and I are negotiating with them now precisely what that means and will report back to the Committee on where that is going. It directly ties into the agenda item below concerning the need for a Finance Committee to assist with this and other financial matters. Chuck will summarize the financial side of this.

We may also have a request for a slight increase to a grant request for the St. Andres property (Senior Housing in Biddeford). I do not have the info yet as I type this, but will forward it once, and if, the request is made.

4. Finance Committee

Jan, Rob and I talked with David DiPerri (part of our new accounting team) about getting a Finance Committee up and running. This is more important as we are now dealing with two new large loan programs, program income from those funds and a host of other financial considerations, which require more than myself simply providing the Executive Committee with a monthly update on operating budgets. Our Bylaws specifically address this Committee as follows:

Section 2.

Finance Committee

- A. The Finance Committee consists of the Treasurer and two members of the Executive Committee appointed by the Chair of the SMPDC. The Treasurer is Chair of the Finance Committee.

- B. The Finance Committee reviews and makes recommendations to the Executive Committee concerning the budget and other financial matters.

Rob, Jan and David have put together an outline of some of the roles and responsibilities of this Committee, which they will share with the Board. As noted, we will need two Board members to assist with this Committee. *Move to establish a Finance Committee with Jan Williams as Chair and, _____ and _____ as members.*

5. Possible Move

We continue to examine alternative locations for new office space. We have looked at or considered quite a few to date. It is extremely complex because of moving phone systems and IT issues as well as figuring possible fit-outs with some space and not for others. We have also been considering a possible co-location (to reduce costs) with the EDC of Biddeford/Saco (who administers our land funds and shares the SBDC office). YCCC has also indicated a possible desire to share space as part of an entrepreneurial program they plan to begin.

We are looking at a few spaces:

1. Two sites in Sanford (Kennedy Center next door and Jackson Square down towards Mardens)
2. Pepperell Mill in Biddeford (above the newly opened Portland Pie Co.
3. Saco Island (near the former University Center).

We had considered other sites owned by the County and really desired to move to Sanford Mill, but they didn't pan out.

Lee Jay has put together a spread sheet on the options, which is complicated. He will be at the meeting to discuss.

I would also like to establish a Committee to examine all options and make recommendations.

6. 50th Anniversary (the agency not me!)

This year is the 50th Anniversary of SMPDC. I am wondering if we go big for this event or still acknowledge it, but in a more low key way.

7. Credit Card Points

This was discussed at the last meeting (which I did not attend due to a family emergency). In order to get an organization credit card a number of years ago, I had to use my own credit as a personal guarantee. Now 4-5 people have a card, and I am still the guarantor. The card has collected points over the years and I would like to be able to use those points. I wanted to check with the Board before doing that.

We can call it a bonus if the Board decides it is a legitimate way to go.

We are now researching other cards, which do not use my credit and I think we should pursue that as the next option.

Next Meeting: **March 26th at 9 AM**