

**MINUTES
EXECUTIVE COMMITTEE**

SOUTHERN MAINE PLANNING and DEVELOPMENT COMMISSION

**9:00 AM
February 26, 2015**

In attendance were: Chairman Robert Heard, Jan Williams Treasurer, Executive Director Paul Schumacher, Gary Lamb, Perry Ellsworth, Nancy Perkins and Judy Bernstein. Staff: Lee Jay Feldman and Chuck Morgan

Absent: Vice Chairman Joyce Wood, Jim Gulnac, Jim Nimon, Mike Perro, Richard Dutremble and Greg Tansley

Visitors: Dave DiPerri of Function Cubed

1. Minutes of the December 18, 2014 Meeting

The minutes could not be voted on, as we did not have quorum. There was a typo in Jan William's title on "In attendance were," which I have corrected. I had to delete the word "Executive" before his name. A corrected December 18th minutes will be brought to next meeting and be voted upon then.

2. Treasurer's Report

Dave DiPierri from Function Cubed handed out a report to the committee, which was only for discussion and to educate the Committee of the kinds of reports/information that can be found in the new Quick Book Software. Because of Peg Sawyer's leaving and the new accounting program beginning in the middle of the year, it is going to be difficult to get correct numbers. Dave also asked the committee for direction on what they would like to see in reports. It was agreed that this report was too confusing and that maybe a simple Profit & Loss and/or Balance Statement would be more useful and understanding.

Dave also informed the Committee that staff is entering their time in a more detailed format to be more efficient and accurate in billing and cash flow.

It has been very challenging with staff as their accounts are all handled differently. Each staff has different requirements. Would also be beneficial to have the staff meet with the Financial Committee and explain.

It was also decided that in the Annual Report, the budget information needs to be more simplistic as most people do not understand complex budget information.

It was decided that the Finance Committee should assist Dave with the new accounting information and needs. Due to time constraints with the Finance Committee, he suggested that meetings be handled through "Go To Meeting" Program, which could be held in your own offices.

3. Brownfields

February Newsletter: Each committee member should have already received and read it. There is a lot of good information within.

We have to close out the Grant. We had to spend all the funds we received or we would have to send the funds back. We have received about \$150,000 to \$200,000 in program income from loans and there are no rules or regulations attached to this money. EPA to amend the new RLF wording to include the new language, but we have to move the date to June 30, 2015 for closeout. As of this date, all of our projects have expended their monies. We have actually funded a complete project with our program income.

The staff asked that the Finance Committee and the Executive Committee establish a policy and make recommendations on what we do with these funds. If Grants are awarded with these funds, we will be out of money very soon. SMPDC is the first organization in the North East to have spent all their funds on projects. There is no other group to ask for guidance.

Laura Crossley has created a Google Map on our Brownfield page in our website that has pictures, and important information about each project. It is not completed yet, but she is still working on it. It was suggested that when the page is complete, that we send out a Press Release.

4. Finance Committee

The Bi-Laws of our organization requires a Financial Committee. Rob Heard appointed Jan Williams, Gary Lamb and Perry Ellsworth on the committee. Perry asked that if another member wants to be on the Committee, he will give up his place. The Finance Committee will be put together an outline of some roles and responsibilities, which will be shared with the Executive Committee. The will also be responsible for making financial decisions to relieve Paul and Chuck of the duties. This item will be brought up again at next month's meeting to see if another member wants to be on the Committee.

5. Possible Move

We are still looking into new space. We have looked into Sanford, Biddeford, and Saco areas. Our present lease expires in November. We have to give a 6-month notice. Lee Jay handed out information about square footage prices, IT and phone costs, etc. He passed out a sheet that had pros and cons on each location that we have been looking into. We were thinking about co-locating with Will Armitage, and possibly the York County Community College and share costs and secretarial duties and conference room space, but it doesn't seem to be working out. Important things to consider are:

- ADA Compliance
- Internet Service (As far as file storage, it appears we will be moving into Cloud based).
- "What do we need today" and "What will we need in 5-years?"

It was recommended that staff continue working on the move. A Committee was established with Rob, Gary and Jim Nimon on it. Judy is interested also, but only if an additional member is needed.

Some recommendations are:

1. Internet Service
2. Make a list of where we want to be in 5-years.

Have we ever considered working at other municipality's spaces instead of driving back and forth? Paul to send out a notice to towns asking about room availability.

It was suggested that we check into the school districts virtual setups. They are capable to have virtual meetings without traveling.

It was also suggested that we check into the declining schools and churches as possible office locations.

6. 50th Anniversary

Paul asked the Committee if they wanted to go "BIG" for our 50th Anniversary during the Annual Meeting? It was decided that we should. A few suggestions:

- Great time to show our success projects
- Create a new webpage and have old photos uploaded on it
- Have press present at the Annual Meeting
- Invite EPA as the Grant ends and would be a good time to have them present our successes
- Announce how many jobs we created doing the Brownfields
- Scan old documents and put on webpage

Because this event is going to take place during our potential move, we should continue the discussion at next month's meeting. Paul to update Committee on progress.

7. Credit Card Points

The present credit card is under Paul's name with him as guarantor. We presently have 4 credit cards under his name (Paul, Lee Jay, Tom and Marian). Paul would like to personally use the points that have been accumulating. The Committee felt this should not be an issue and agreed to allow Paul to use the points, and strongly urged that we obtain new SMPDC credit cards as quickly as possible. Dave did not feel there would be any tax issues. **A motion could not be made due to attendance, so this item will be brought up again at the next meeting.**

8. Next Meeting

March 26, 2015

Adjourned at 10:35 AM.