

AGENDA

SOUTHERN MAINE PLANNING & DEVELOPMENT COMMISSION

EXECUTIVE COMMITTEE

March 26th, 2015

Anderson Learning Center

21 Bradeen St.

Springvale, Me.

(Meeting will be downstairs in the 1st classroom on the left)

9:00 AM

Minutes of December 18th and February 26th meeting

The minutes for the meetings are enclosed.

Move to accept the minutes of the December meeting. There was not a quorum for February, but we have enclosed the notes for that meeting as well.

1. 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. Our accounting team is still working on issues associated with the changeover from the old system to the QuickBooks. It has been a challenge. We hope to have some reviewable financial items for the meeting on Thursday.

2. Brownfields

a. Brownfields Loan Request

We have received a loan request from to redevelop the Lincoln Mill complex in Biddeford into hotel, condo and restaurant space. The RLF Committee will be hearing this request on Wednesday and should have a recommendation for our meeting on Thursday. The request is actually for money than we actually have (over 1 million). We only have approximately 625k available. We can discuss that at the meeting. We have enclosed the actual application and will have more info available Thursday.

b. Brownfields Update

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 issues.

If we have time we would like to demo our new interactive google map of Brownfields Projects – very cool.

3. Finance Committee

At the last meeting although there was no quorum we agreed to form a Finance Committee based on the bylaws below. Jan, Perry Ellsworth and Gary Lamb agreed to serve. The Finance Committee will be working on issues related to financial reporting, brownfields policy and financial policies among other things.

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.

4. Possible Move

A few folks went to look at space in the Biddeford /Saco area last week. We looked at Pepperill Mill and Saco Island. Following that we solicited an offer from Saco Island, which honestly came in at far less than we thought –and in fact might be less expensive than our current space. I have enclosed the offer sheet. We can discuss this in more detail along with other issues that need to be addressed before any decisions are made. The folks who were on the site visit can also chime in. We would still like to view a Sanford property that fits our needs.

5. Server

In addition to all the other issues we are dealing with our server is on its last legs and by all accounts we need to move to a cloud based server system. We have received a proposal from Oxford Networks, which is enclosed. I believe we should start the process of moving forward with a new network.

6. Credit Card Points

This was discussed at the last couple of meetings. 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.

4. Other

Next Meeting: **April 23rd at 9 AM**