

**MINUTES  
EXECUTIVE COMMITTEE**

**SOUTHERN MAINE PLANNING and DEVELOPMENT COMMISSION**

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

**In attendance were:** Chairman Robert Heard, Vice Chairman Joyce Wood, Jan Williams Treasurer, Executive Director Paul Schumacher, Gary Lamb, Perry Ellsworth, Jim Nimon, Richard Dutremble and Judy Bernstein. Staff: Lee Jay Feldman and Chuck Morgan

**Absent:** Jim Gulnac, Nancy Perkins, Mike Perro, and Greg Tansley

**Visitors:** Dave DiPerri of Function Cubed

**1. Minutes of the December 18, 2014 Meeting**

*Gary Lamb made the motion to approve the minutes of December 18<sup>th</sup> and Joyce Wood seconded it. Perry Ellsworth sustained. Approved Unanimously.*

**2. Treasurer's Report**

Dave DiPierri and Jan Williams explained what has to be done for the financing committee. Dave stated that he is working towards a sheet listing accounts and finances together, but it is very complicated. Jan explained that there are actually two types of businesses running through SMPDC. 1) SMPDC; expenses and revenue and, 2) A Consulting Business; a) consisting of time reporting to projects, and b) the RLF, which acts like a bank/investment firm. It was suggested that they schedule a meeting with the Finance Committee and do a roadmap on how to get done what we need to do. Dave has been sifting thru all inputs for financials, 1) time entries, 2) categorizing them into City/Towns, 3) checking on cost/bill basis. Eventually, an income/expense sheet will be available. Timeframe of completion is 3 to 4 weeks.

Nothing new to share on the MDOT \$35,000 discrepancy audit. The field audit was done and money had been moved between tasks and DOT said we could not do that. The audit is in the supervisor's hands now with each staff reviewing it as well. At the end of the contract, we actually sent back about \$35,000 as we did not use it.

**3. Brownfields**

Loan request from Atlantic Holdings for the Lincoln Mill project in Biddeford for a total loan amount of \$1.2 million. Project is for a hotel, condo and restaurant space. We have approximately \$625K available. The RLF Committee met yesterday and recommends approval for the total loan amount. Application has been submitted for a Supplemental Grant which, if we receive, could be fund the entire project. Terms would be for a 10-year loan, 3% interest, 2 years interest only, and 8 years P & I. We loan 80% with a 20% match. If we do not get the supplemental income, then they could apply directly to EPA for the remaining amount needed.

We funded the assessment a few years ago. If the Executive Committee approves the loan, a Commitment Letter will be sent to applicant listing terms and conditions and contingent upon the additional Supplemental funds and ONLY if we get the funds.

Discussion about Tim Harrington's fantastic team working with him. He has lots of experience and people who know how to manage hotels and restaurants. It is estimated that this project will create 200 permanent jobs. This is a solid project and EPA approves as well. This project would be good for Biddeford. *Richard Dutremble made the motion to accept the RLF Committee's recommendation to approve the loan request with terms/conditions listed. \$625,000 funded through the existing resource and contingent upon receiving the Supplemental Grant funds. The Commitment Letter should be written up by Will Armitage and reviewed by our attorney and Judy Bernstein seconded the motion. **Approved Unanimously.***

#### 4. Finance Committee

Jan Williams, Gary Lamb and Perry Ellsworth are on the committee. If anyone else would like to be part of the committee, please let Rob know.

#### 5. Possible Move

Staff went to Biddeford/Saco to Pepperell and Saco Island to look at locations. Jim, Judy and Gary went along also. The Pepperell Mill is a "work in progress," a construction area. Cost was \$12.50/square foot. The Saco Island folks took our offer of \$9.00/sq. ft., which is less than what we pay now and is already built-out. Saco will hold the space until November. A Letter of Intent must be sent agreeing to terms and will be valid until April. We wanted to remain in Sanford, but cannot find a suitable location. Will Armitage of EDC is interested in co-locating with us. This may work. We will need new figures for this option. Our present lease expires in November. There is a clause that rent will go up by 2% every year.

Steve Lovejoy from Maine Small Business will have to have an office somewhere in Sanford/Springvale. If we move, he may have to setup space in the Sanford Town Hall.

Internet Server – The existing server is a dinosaur. We actually still use a back-up tape system. Oxford Networks has made a reasonable proposal for an updated system and we could save \$ over a course of a year. The server issues should be done first. Will be a cloud base and we could eliminate equipment prior to the move. Oxford's proposal is \$9,400 a year. We pay now a base of \$8,200 and have paid an extra \$7,000 for service thru Systems. Oxford will provide internet phone system and internet access as well. We are waiting for pricing for providing service here in Springvale now. *Perry Ellsworth made the motion to sign the Letter of Intent and send it out and was seconded by Richard Dutremble. We may have to make a counter offer by then. **Approved Unanimously.***

#### 6. Credit Card Points

*Perry Ellsworth made the motion to grant the points to Paul Schumacher to use. It is time the organization gets their own business card and this should be completed within 45-days and this motion was seconded by Joyce Wood. **Approved Unanimously.***

## **7. Other:**

Staff still working with EPA to closeout the first grant amount by the end of June. Direction is needed from the Finance Committee on how to use the program income.

Nancy Culvert Puff, Kittery's Town Manager has shown interest on being on the board.

A Request For Proposal for a new auditing firm has been drafted and ready to be sent out. Deadline is April 24, 2015.

Perry Ellsworth wanted to thank Paul and Dave Carpenter for their exceptional work handling the SEI Grant. No problems, project went along smoothly.

All eyes are on the Sanford Broadband.

Jim Nimon to speak at Eggs and Issues next month.

Paul is on the list to promote Legislative Bonds. One is to provide Broadband Infrastructure and assist communities to be prepared for it.

## **8. Next Meeting**

April 23, 2015

Adjourned at 10:35 AM.