

# AGENDA

## SOUTHERN MAINE PLANNING & DEVELOPMENT COMMISSION

### EXECUTIVE COMMITTEE

April 23rd, 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 March 26<sup>th</sup> meeting**

The minutes for the meeting are enclosed.

*Move to accept the minutes of the March meeting.*

#### **2. Treasurer's Report**

The Treasurer's Report for February is enclosed (including Brownfields information). We have given everyone a bit more information as we work towards piecing this massive puzzle together (reconciling Peg's system with QuickBooks). It is not complete yet, but Dave Diperrri and I can provide an update on where we are at.

We think we have come to a resolution on the recent DOT audit which I can fill everybody in on.

*Move to accept the Treasurers Report for February.*

#### **3. Proposed Draft Budget**

I have enclosed a draft budget for the upcoming year. Things are a little tighter than the prior year. It is still a work in progress as various funding sources at the state and federal levels need to make some decisions. I can go through this in some detail. I will be doing staff evaluations in the upcoming months. Right now I have proposed a 3% pay increase for staff. I would also like a review by the Personnel Committee (which needs to be appointed) and a salary recommendation for my own position as it has been awhile. The final budget can be finalized in May and as you may recall we have amended it in July once the final budgets for the upcoming fiscal year are finalized.

This is just our operating budget and does not reflect loan proceeds, repayments and receivables/disbursements on that end.

## **4. EDA and EPA Loan activity**

With the recent loan to the Lincoln Mill (which is not officially a loan yet) we will have expended all of our old EPA loan money (about 2.3 million) and our new loan money (650k). We have also expended all of our grant funds for both (about another 2 million). We are now applying for supplemental funds from EPA.

We have made one loan to our new EDA loan fund in the amount of 100k. We have another loan in the amount of about 50k under consideration.

A bond from last year has made additional money available through Fame. As BSAEDC has been the servicing agency for FAME money for York County it is likely they will be the applicant for those funds. However, we need to discuss options available for our Oxford County towns. Does BSAEDC expand their service area to Oxford County? Or do we apply for funds for the Oxford County towns within our district. We also need to speak with AVCOG about this as they traditionally dealt with those communities.

It makes sense for the loan funds be made available and line up with the EDD boundary.

My feeling is that we look into the options of an expansion of the BSAEDC service area with the agreement that we are provided some modest funding through BSAEDC to do marketing within that area.

## **5. Office Move**

The options for space have narrowed. The Pepperell Mill campus (above Portland Pie Company) now appears to be too expensive with little/no room for negotiation. We have been unable to find space in Sanford which fits our desire to locate in a space which makes a statement about what we are as an agency (mill redevelopment, smart growth and downtowns) and is affordable and addresses some of the shortcomings of our present space.

The space at Saco Island does address those issues, is about a thousand bucks a year less than what we are paying now and even though it is a different location is really not much further from the bulk of our communities than our present location.

The current issue is whether we are co-locating with the Biddeford/Saco EDC or not. The Board of the ED last week instructed their Director to actively see if we could make that arrangement work. There would likely be some cost savings, but also opportunities for shared resources. I am now awaiting the results of a meeting between the EDC and the landlord to see if that is a possibility. There is a 3100 sq. ft. space that meets our needs and also a larger space for the two organizations. I may know more by Thursday.

Our current lease expires in November. I would not envision the move taking place before then regardless. We obviously do not want to lose what is a very affordable lease rate however and I will be sure to make contingencies so that does not happen.

## 6. Board for Upcoming Year/Nominating Committee

First I would like to thank everyone for their current service on the Board. We are nearly at a complete Board. Nancy Colbert Puff, Kittery Town Manager would like to be on the Executive Committee. That has been approved by the Kittery Town Council. Bill Mann, the Saco Economic Development Director has indicated an interest. I would like to hear from any existing Board members regarding their ability (or not) to stay on the Board.

## 7. Annual Meeting

The Annual Meeting is set for June 24<sup>th</sup>, a Wednesday at 5:30 PM.

Senator King's rep for the region, Bonnie Pothier, sent me the following email last week:

*Angus would like to do a "Congressional Record Statement" in recognition of SMPDC's 50<sup>th</sup> Anniversary. A Congressional Record Statement is a statement by a Senator entered into the permanent Senate record. It is a pretty big deal. It is then also printed on a special document and that framed document would go to you.*

Regarding a guest speaker, it would be great to have someone who has a great perspective of the growth and development of the region over the last 50 years (give or take a decade).

A couple of options:

1. Kay Rand and (if available). Kay is Sen King's Chief of Staff (including his time as Governor) was in MMA , ran the Comp Planning Program, worked on municipal stuff and ended up in Washington. I have no idea whether she would be available.
2. Evan Richert
3. Randall Arendt worked at SMRPC many years ago and is now a well-known speaker
4. ???other suggestions welcome.