

## AGENDA

### SOUTHERN MAINE PLANNING AND DEVELOPMENT COMMISSION

#### EXECUTIVE COMMITTEE

May 28<sup>th</sup>, 2015

**Saco Island Mill**

**100 Main Street, Saco, ME**

9:00 AM

### **1. Minutes of April 23<sup>rd</sup> meeting**

The minutes for the meeting are enclosed.

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

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

The Treasurer's Report for April is enclosed (including Brownfields information). We are still working on the best way to present this information. We can go over details.

*Move to accept the Treasurers Report for April.*

### **3. Proposed Budget**

I have enclosed the proposed budget for the upcoming year. As noted previously the budget is still somewhat up in the air due to proposed grants/contracts/etc., which have not been finalized or are subject to change.

The budget needs to be forwarded to the Annual Meeting for approval, but in the last few years we have made minor revisions (out of necessity) at a July or August meeting once firm revenues have been decided.

I can go over the budget in some detail although it is not significantly different than last month. We have allocated a cost for a server and the new audit prices.

*Move to forward the proposed 2015/2016 budget to the Annual Meeting for adoption.*

## **4. Office Space**

At this point we essentially have this site as an option at a cost of \$9 per square foot plus utilities and on Tuesday we received a final site from a developer in Sanford. The site is Sanford is across the parking lot from our present space (the former Marland Hall dorm of Nasson College). I have enclosed the terms and conditions sheet from that site, which we can discuss. I know this has been dragging on a bit but in all fairness we should probably have the Board or a few Board members look at that site prior to a final decision.

To reiterate some of the prime reasons for moving were:

1. Properly functioning heating and cooling systems. Windows that open.
2. Kitchen
3. Larger conference space plus the ability to access a space for larger meetings or workshops
4. Offices rather than cubicles for most staff
5. Space that reflects who we are as an agency (downtown revitalization/Brownfields/building reuse and adaptation/mill redevelopment, etc)
6. Higher internet speeds (particularly for GIS and large files)

Following our meeting here today and a look at the other site we will be prepared to make a decision.

## **5. Audit Proposals**

We have received two proposals for audit services. One was from Albin, Randall and Bennett (ARB). The other was from Runyon, Kerston Ouellette (RKO). I have enclosed the cost comparisons for both. RKO is 1,000 less. It is also possible we may fall out of the single audit requirements at various times if we do not receive Brownfields funding in the year.

Both firms seem capable and ARB did call for more info on the agency and our operation. RKO has more experience with Councils of Government. I should point out their proposal was late and I told them that would have to be taken into account. Our former auditing firm feels either could do the job.

If anyone has experience with either firm I would welcome that input. I will check the references of both.

## **6. Server Systems**

Lee Jay has prepared a cost comparison of various server systems. We need an upgrade very soon. I would ask that the Board provide any input at this time but let staff do the final due diligence with the various firms. At that point I will let the Board know what how the proposals compare and how we should move forward. I think we can do this via e-mail.

## **7. Nominations for Board**

I have enclosed the nominations for the Board for the upcoming year. Two new Board members are proposed:

Bill Mann, Economic Development Director for City of Saco  
Nancy Colbert-Puff, Kittery Town Manager

*Move to forward the Board Nomination to Annual meeting for Adoption*

## **8. Annual Meeting**

The Annual Meeting is June 24<sup>th</sup> in Sanford. Invitations will go out today. The guest speakers are:

Phil Coupe, Co-founder of Revision Energy  
Aaron Paul, Director of Energy and Broadband Consulting for Tilson Technology

The theme will be something along the lines of “Looking to the Future.”

We will likely have 50-year anniversary coffee mugs made for everyone and also prepare some fun fact sheets and other stuff for people to look at – including listing all prior Board members and staff.