

**MINUTES  
EXECUTIVE COMMITTEE**

**SOUTHERN MAINE PLANNING and DEVELOPMENT COMMISSION**

**9:00 AM  
May 28, 2015**

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

**Absent:** Mike Perro, Jim Nimon and Perry Ellsworth

**Visitors:** Dave DiPerri of Function Cubed

**1. Minutes of the April 23, 2015 Meeting**

*Gary Lamb made the motion to approve the minutes of April 23<sup>rd</sup> as written and Judy Bernstein seconded it. Approved Unanimously.*

**2. Treasurer's Report**

Dave DiPerri is continuing work on the plumbing, which is a very slow process, but he is continuing forward. March and April numbers were passed out. He is still working with staff on billing process.

Paul explained that the staff accounted for their work and projects for individual towns. We are getting better job tracking hours and information. Also including RLF and Grant amounts. Kathy Foster from Strafford Regional Planning met with Dave on how to prepare financials and income structures in QuickBooks. She showed him the methods she uses, but ours are far superior to their time capturing. She informed Dave that it took her a year to figure it out. Very challenging to bill out costs and not go over budgeted amount on line items within that account. We also have to utilize Excel in billing from QB. Dave is working on the April billing now and it is getting better and almost up to date. Billing completely depends on time tracking. With proper input of time, we should be able to get a good end of year figure of income/expenses. Jim Gulnac asked if there were any red flags, and was told no. Cash balances are good and reconciled, and bills being paid. We have a lot of pass thru accounts that we get no money for handling and maybe we should look into this. Dave is separating the general account from the RLF accounts so we can keep track of the amounts more accurately. *Jim Gulnac made the motion to accept the Treasurer's Report and Richard Dutremble seconded it. Approved Unanimously.*

**3. Proposed Budget**

Paul explained the operating budget amounts proposed. The budget does not include pass thru amounts. The budget is very conservative. He feels that it is a solid assessment for July 1<sup>st</sup>. . After the Annual Meeting, the numbers will be more accurate. SMPDC is collecting some interest revenue from loans now and will be charging a small administrative fee from it. The

Expenses are very much like last year. Paul sharpened the pencil somewhat. IT has been broken up differently this year. We are establishing a new contract. Again, by July 1<sup>st</sup>, the number should be more accurate. Salaries have gone down. *Jim Gulnac made the motion to accept the report and put into the Annual Meeting and Joyce Wood seconded it. **Approved Unanimously.***

#### 4. Office Space

Will Armitage couldn't work it out with sharing space with us. He has different needs and cost requirements.

We have looked at:

- the Biddeford Pool Road site, which was an old Credit Union, but it had no conference room and the offices were chopped up.
- Pepperell Mill was priced out.
- Jim Nimon asked that we look at a place in the Sanford/Springvale area.
  - We had looked into the Mill site on Washington Street, but lost it.
  - The Transportation site was eliminated.
  - We looked at the York County Court House, but would be chopped up into two different floors.
  - Marland Hall – Rob Reinkin's space. Jim wants us to look at this space before we decide. The City of Sanford wants us to remain here in the area. The space will need to be retro-fitted to our needs. Rob gave us a plan, but it only had 6 offices and we need more.
  - Jackson Square, Sanford – Rob Reinkin wants \$12.50/Sq ft, PLUS utilities.

Paul will set up a time with Rob Reinkin and staff to go look at the Marland Hall site next week. It was felt that by SMPDC remaining in the Sanford area would be a great asset to the York County.

- The space at Saco Falls is offering 2 months free rent, which would allow us to start the moving process and get wired for services. We would like a final decision by July 1<sup>st</sup>.

#### 5. Audit Proposals

We received two proposals from auditing firms. Our former accounting firm said both firms were good ones. Costs included a single audit, which we may not need year to year. Chuck says he feels that a single audit will only be needed for one more year. Jan Williams stated that the previous auditor did not understand what or how we work here. Costs are pretty close to each other. It was suggested that we do not ask for a 5-year contract, to do a 1-year instead and then sign another at the end of the first contract period if we like their work. Richard Dutremble informed the committee that RKO did the audit for the County and missed something from the jail, other than that, they were ok. Paul to sit with Dave DiPerri and decide which one to go with.

#### 6. Server Systems

Lee Jay has been doing a lot of research into a new 2-fold server system. The present system is old and the current provider too expensive. During relocation would be a good time to upgrade. We did not go out to bid, but spoke to each provider and asked for prices. See the spreadsheet attached. PCCI seems to be the cheapest and works with Biddeford/Saco firm. Burgess works

with GPCOG and has a great back-up system. We want Microsoft 365-Free with share point, but others have a monthly fee. Gary Lamb offered Dave Lowe, Waterboro's IT person, to come in and meet and discuss options with Lee Jay. Jim Gulnac stated that a service provider is very important. If we go down, how long until we get back online. Location affects the fit-up also. It was felt that we should not put money into upgrading in the Springvale area if we plan on moving. How about sharing data and getting tablets or new equipment? Paul informed the committee that our GIS is eating up our system.

## 7. Nominations for Board

Bill Mann from Saco and Nancy Colbert Puff from Kittery have agreed to become members of the Executive Committee and have been placed on the Nomination sheet for voting at the Annual Meeting. With these two new members, we will finally be a full board. Quorum remains at 7, which allows us some flexibility on absenteeism and does not change with number of members. We still need a Secretary who takes meeting notes. The position should be a board member. *Gary Lamb made the motion to accept the Nomination and present to Annual Meeting and Jim Gulnac seconded it. **Approved Unanimously.***

Joyce Wood, Vice Chairman advised the committee that she would be resigning in 2-years, so we will need to put someone else in her place because after Rob Heard leaves, the Vice Chairman generally slides into this position. We will keep this in mind.

## 8. Annual Meeting

The Invitations are a bit late, but will be going out today. We have two speakers coming; Solar Energy and Broadband. We have purchased 50- year Anniversary mugs to pass out at the Annual Meeting. We have listed past board members in the Annual Meeting report. Some charts have been created outlining population increases for the past 50 years. We will be extending an invitation to our Alumni.

## 9. Other

Paul to begin annual job reviews in the next week or so. He also needs one done by the Committee as it has been a long time since he had one.

The Broadband bills are in Legislature and should make money available to smaller towns. Very relative and important.

We have applied for a Supplemental Grant for \$500,000 and are still waiting word of outcome.

The Town of Berwick's Prime Tanning received \$600,000.

We have amended the old RLF \$4.35 M to include the new language for program income. They changed the language effective the first of January, 2015. The new language went through as of July 1<sup>st</sup>. The old RLF Grant will be closed out as of July 1<sup>st</sup>. Any monies left will have to be zero'd out. Should only be a couple of \$1,000 dollars. We have received some guidelines on what to do with the program income.

Staff has put together some guidelines for the board to approve on how to handle repayments. Maybe we should setup a sub-committee to review them. Guidelines should be setup based on project priorities. A project may be important to grant a larger amount and staff doesn't want to make these decisions. It was recommended that we look at the numbers quarterly. Jan asked if we needed to disperse the funds differently now. He was told that we could do ½ Grant, ½ Loan, could do Phase I and Phase II and pay all of Phase I and ½ Grant and ½ Loan for Phase II.

Lee Jay is getting very busy with land use projects (Waterboro, Hollis) and Comp Plan Updates. At the June 13<sup>th</sup> Town meeting, Waterboro replaced their Town Planner with Lee Jay working one day a week. Lee Jay is doing all the reviews in Ogunquit

#### **10. Next Meeting**

Annual Meeting – June 26, 2015

Adjourned at 10:45 AM.