

AGENDA

SOUTHERN MAINE PLANNING AND DEVELOPMENT COMMISSION

EXECUTIVE COMMITTEE

July 7th, 2015

Anderson Learning Center, Springvale

9:00 AM

1. Minutes of May 28th and June 24th Annual Meeting

The minutes for these meetings will be provided at the next regularly scheduled Executive Committee meeting.

2. Treasurer's Report

The year end Treasurers Report will be provided at the next regularly scheduled meeting.

3. Office Space

As many of you know this has been a long and difficult path to find new space since we started looking well over a year ago. The issues with our current space over the years have been well documented (mainly concerning heat in the winter and now a leaky roof) and we have considered moving from this location a number of times over the years.

I wanted to give everyone an idea of the effort that has gone into looking at and considering alternative locations. Here is a list of places we looked at, called about, had someone call us or researched:

Alfred

- *County Courthouse (space was cut up into two floors)*
- *Brothers/York County Shelter (remote)*

Sanford

- *Sanford Mill (our favorite site but was leased to another company)*
- *Kennedy center next door to here (space could not be configured large enough)*

- *Sanford Transportation Center (we considered this when Sanford received a grant to build a new transportation center, downtown next to the Sanford Mill. We were considering moving into a top floor. The project was not completed because of a number of issues including funding/match)*
- *Jackson Square (too expensive)*
- *Mid town Mall – former Rent a center. Too big and owner did not want to subdivide)*
- *Library owned building across from courthouse in Springvale (was only 2700 square feet and needed renovations)*
- *Marland Hall (discussed below), This site is next to our current location (on the left side of our current building).*

Biddeford

- *Pepperill Mill (discussed below)*
- *Counting House in Pepperill Mill with BSAEDC (extensive renovations needed and too costly)*
- *Former Credit Union Biddeford Pool Rd. with BSAEDC (was out of downtown, space was very chopped up, staff felt the space did not address who we are as an agency)*
- *265 Main St., top floor*

Saco

- *Saco Island (discussed below)*

I have enclosed the following information to aid in the discussion. Basically we focused on three final sites:

*Saco Island
Pepperill Mill
Marland Hall*

The info includes:

- 1. A straightforward table on costs between the three spaces*
- 2. Another table which shows the costs but also includes some added costs because of cabling for internet etc.*
- 3. A list of pros and cons for each site but which while somewhat subjective, were very important as we looked at each site.*

Some Board members have seen the sites we have referenced and I would welcome their thoughts.

Based on all these factors including cost, suitability for growth, broadband access, etc. staff recommends that we negotiate a lease for the Saco Island space.

This is an extremely difficult recommendation for me and the staff. I personally have been coming to Sanford for 19 years and have grown to appreciate the community and its efforts to grow and prosper. However, in the end it has little to do with a specific community or communities but is more reflective of what space best suits the need of the agency. The Saco Island site is turn key ready, in a good location, a couple of blocks from the agency who manages close to 4 million dollars of our loan funds and the staff really likes the site (even those whose commute will increase).

The final decision rests with you all.

4. Audit Proposals

We have hired the firm Runyon, Kerston, Ouellette (RKO) to provide our auditing services. They will conduct the audit in September with a report in the fall.

5. Server Systems

We have decided to go with the firm of PCCI to upgrade our server and provide yearly IT services. We believe this will save us in the neighborhood of 3-5k per year.

6. Brownfields update

There were a couple of changes made to loan commitment for the Lincoln Mill project. We will outline those for the Board once the EDC of Biddeford/Saco weighs in.

Additionally we are awaiting word on a supplemental funding request from EPA for our RLF/Clean -Up program. We should hear on that in the next few weeks.

At our next meeting Chuck and I would like to outline the guidelines for distributing our EPA program income dollars from the RLF now that the original 3.5 million +/- grant is closed.

