

**MINUTES
EXECUTIVE COMMITTEE**

SOUTHERN MAINE PLANNING and DEVELOPMENT COMMISSION

**9:00 AM
July 7, 2015**

In attendance were: Executive Director Paul Schumacher, Perry Ellsworth, Richard Dutremble, Mike Perro, Jim Nimon, Gary Lamb, Judy Bernstein and Bill Mann Staff: Lee Jay Feldman and Chuck Morgan

Absent: Jan Williams Treasurer, Vice Chairman Joyce Wood, Jim Gulnac, Nancy Perkins, Greg Tansley,

Phone: Chairman Robert Heard

1. Office Space

Paul began with the fact that our desire to find new space has been ongoing for almost 2-years now. We have looked at a number of sites, and have focused on 3 possible ones: Saco Island, Marland Hall, and Pepperell Mill. Tours have been provided for all three sites. See tables of costs, Pros and Cons, etc. attached.

Saco Island would seem to be the best for location and staff. No lease has been established or signed to date. Lee Jay listed a number of sites that we have researched and visited. A lot of hours have been spent in looking at locations.

Gary Lamb, agrees with the Saco Island location. He felt that the parking at the Marland Hall site would be getting worse when that building is filled with tenants. The Pepperell Mill location was not a good idea. The Alfred Court House would be a nice location, but would take too long to setup.

Perry Ellsworth discussed the utility costs. The Saco Island location includes utilities where the other locations did not. With the electricity, heat and water costs, Saco Island comes in at about \$10.00 a square foot. He also agrees that the Saco Island location would be the best site for us.

Judy Bernstein stated that she agrees as well, that Saco Island would be the logical choice.

Rob Heard agreed as well. He also wanted to thank the staff for all their hard work pulling it all together. He felt that Marland Hall would be an on-going construction project, as well as limited parking. Rob stated that he struggled with the move to Saco because the Sanford area was just beginning to takeoff, but we could continue to support Sanford from Saco.

Jim Nimon stated that he had visited all three sites as well. Marland Hall construction timeframe vs the present lease termination of November, might be an issue. Rob Reinkin would need at least a year to complete the construction and more for the entire building.

The Marland Hall plan is to have elderly (55 Plus) housing on floors above. Continued construction would create a lot of activity. Rob Reinkin can work quickly and has the ability, but would take a long time.

Jim Nimon agreed that the Saco Island space was a nice space.. The cons of this location would be parking for the commission. Geography wise; it seems that we are heading towards the coast and that Sanford was the heart of the county. He is against moving away because it would be another company leaving the Sanford area.

Paul shared that Saco Island was a 5-year lease and that he suggests that maybe before the 5-years are up, that the commission purchase property and build. That a mortgage would be about the same as the lease amounts we are paying now. Cost wise, it may be beneficial in the long run. Paul also mentioned that the SBDC may need to have a part-time office in the Sanford area. And that the move to Saco Island would be good because of our working relationship with Will Armitage's firm.

Chuck explained that Will Armitage felt that if we shared an office, that they would be seen as an arm of SMPDC and he didn't want that so they needed their own entrance to look separate from us. With the new IT service available, we will have remote access and could work away from the Saco office if meetings come up. Maybe municipalities could share space with us in their offices.

Mike Perro asked about the 3-ring binder location and was told that it was right on the street outside of the office.

Perry Ellsworth discussed factors that need to be laid out. We have members all over and that we have been here for 19-years. There would be gains in all we do.

- Location – Mileage and time savings. Perry felt it was a challenge to get there, but in time, we would know our way.
- Faster Internet – Work done quicker. Extra dollars pays for itself.
- Parking – Lee Jay explained that there was a parking lot in the lower level, plus there was covered parking on rain or snow days. Parking in the lot would make for a bit of walking. Perry explained that Saco and EB5 movement was coming. The opportunities are heating up and Thornton Academy is on the forefront of this movement.
- It was suggested that we set aside maybe \$5,000 a year in a deferred account for possible building in the future. Maybe we could build into the dues amounts an amount to put into the deferred account. We need to plan ahead. To have a 5-year plan. Richard Dutremble included that the County had lots of land available. They have a 100 acre piece next to the jail.

*Perry Ellsworth made the motion to establish a lease for office space at Saco Island folks and it was seconded by Gary Lamb. As Chair Rob Heard's vote was not needed although he stated he would have voted yes, Bill Mann abstained, Jim Nimon voted No, Perry Ellsworth - Yes, Gary Lamb – Yes, Mike Perro – Yes, Judy Bernstein – Yes, and Richard Dutremble - Yes. **5 Yes, 1 No.***

Paul stated that we were still on hold until we get a lease and other answers first. Paul feels it best that we should keep this low key until we know all the answers and costs of the move. At which time, he will e-mail a summary sheet of moving costs to the Committee and then make the announcement via Newsletter, probably by the end of the summer.

2. Other Business

We have a new Auditing Firm. It is anticipated that the audit will begin sometimes in September. It is important that Dave DiPerri be ready. It was suggested that the Finance Committee meet at the end of August with Dave to see what assistance he will need.

We have a new server provider. Portland Computer Copier Inc. (PCCI).

Chuck discussed Brownfields.

- Hopefully an announcement within a week or 2 should be received on the Supplemental Grant we applied for. Chuck believes that we will be receiving some supplemental grant income. Hopefully, at least, \$500,000.00.
- The necessary paperwork will be filed by the end of the month for closeout of the old grant. Program Income will need to be reported on one time a year saying how much has been received and how much was given out. It is anticipated that we could receive about \$200,000 a year in Program Income and with the Lincoln Mill coming to a close, it should go up to \$250,000 to \$300,000. We will use some for loans and some for grants.
- A Policy with suggestions of how to use program income is being drafted for the committee to approve.

3. Next Meeting

August, 2015

Adjourned at 10:00 AM.