

AGENDA

SOUTHERN MAINE PLANNING AND DEVELOPMENT COMMISSION

EXECUTIVE COMMITTEE

August 27th, 2015
Anderson Learning Center, Springvale
9:00 AM

Welcome new Board Members

1. Minutes of May 28th, June 24th Annual Meeting, and July 7th 2015

The minutes for the meetings are enclosed.

Motion to approve the minutes of the meeting of May 28th, June 24th Annual Meeting, and July 7th, 2015.

2. Treasurer's Report

The year-end Treasurers Report is enclosed.

Motion to approve the year-end Treasurers Report.

The audit from our new auditing firm, RKO, will take place in September.

3. Brownfields Program Income Policy

As you may know, we have officially begun the process of closing out our first EPA Loan/Grant program and with it we now can count all loan repayments as program income for the organization. We still need to conduct Brownfield related activities with the income, but have a great deal more flexibility.

Over the next year, we anticipate receiving about 200k for the year in repayments and that number will escalate once the Lincoln Mill project (discussed below) is completed. With that in mind and with the interest from a number of directions in accessing our funds, Chuck and I thought it prudent to establish some policies to provide direction to staff and interested parties so we are not making arbitrary decisions on using these funds.

The policy is provided as an attachment.

Chuck and I would like a formal approval from the Board for the policy.

We also are very optimistic about receiving 500k in Supplemental brownfields clean-up funds within the next month. If so, that amount would be applied to the Lincoln Mill project for a total loan of about 1.1 million. We are due to close that loan on August 26th.

4. Budget Update

I have enclosed my most recent and final estimates for a budget for the year. Things are still changing and for the most part not in a positive direction – mainly on the state side. I have outlined in yellow the areas where the budget has changes according to my estimates. In the end, this will be the budget we will refer to during the year with all its ebbs and flows.

On a personnel side, I did have to move one of our part-time people to a contract position due to lack of GIS work.

5. DOT Project Update

Tom Reinauer, our Transportation Director, will provide an update on some of the DOT related activity in the region for the upcoming year. DOT has requested we do this for our Board and municipal officials.

6. Move Update

We are on track to move to Saco Island in November. The IT folks are already configuring our new server arrangement, phone systems are ready to be moved, and a mover is about to be hired and we are unloading age old files at a fairly steady rate. We may have some furniture and other assorted goodies that we may not bring with us in case anyone has some interest.

7. Status of SBDC

We have a situation with the Small Business Development Center (SBDC), which I would like some input on. We have housed the SBDC at our office for over 20 years for a long time in Sanford only. The position is actually a USM position. Over the past 5-10 years, the counselor has actually been spending two days here, two days in Biddeford at the Economic Development Corp. and a day in other places. We contribute \$2,000 dollars a year for travel and training, we provide free rent, printing, some secretarial services, electric, etc. With our move, this may be shaken up a bit. The office where the Counselor has been located in Saco is only a block away from our new office and the EDC has agreed to pay for some of the costs I described. Also, I

believe it is imperative that the SBDC retain a presence for two days a week here in Sanford with the Sanford growth Council or at Town Hall or the Chamber.

Does the Board wish to retain the SBDC service in our office? Is it worth the cost? Are we ok with it simply being housed at the EDC? Although it is difficult to say, the location at the EDC and helping maintain a presence in Sanford may be the best approach, but it is worthy of some discussion.

Next meeting