

**MINUTES
EXECUTIVE COMMITTEE**

SOUTHERN MAINE PLANNING and DEVELOPMENT COMMISSION

**9:00 AM
August 27, 2015**

In attendance were: Chairman Robert Heard, Jan Williams Treasurer, Executive Director Paul Schumacher, Mike Perro, Gary Lamb, Greg Tansley, Perry Ellsworth, Nancy Colbert Puff and Richard Dutremble.

Staff: Lee Jay Feldman, Chuck Morgan

Absent: Joyce Wood, Vice Chairman, Jim Gulnac, Nancy Perkins, Jim Nimon and Judy Bernstein

Visitors: Dave DiPerri of “The Business Stop, LLC”

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

*Perry Ellsworth made the motion to approve the minutes of the May 28th, June 24th and July 7th meetings and Gary Lamb seconded it. **Approved Unanimously** with Nancy Colbert Puff abstaining.*

2. Treasurer’s Report

Paul informed the committee that the new auditing firm will begin the audit in September.

Dave DiPerri presented a new outline of financials to the Committee. The June 30th end-of-year finals have been completed.

- Discussion about if we had funds available for Vacation Liabilities and was told that we had a Super Saver Account with \$105,000 available in this event.
- Discussion about Pass-through accounts, about \$160,000 a year. Will discuss in the future of possibly collecting a small amount to cover our time.
- It was suggested that the Finance Committee get a copy of year-end financials prior to being presented at a meeting. Will do this in the future.
- Decided that the Financial Committee should meet quarterly to discuss financials and create Guidelines for Brownfields Program Income. The committee members to setup date and time.
- Invoices are going out much better with clear detail.
- We are establishing new accounts with Bangor Savings Bank for when we move to Saco. Will Armitage to have access of accounts for deposits and withdrawals.

*Perry Ellsworth made the motion to accept the Treasurer’s Report and Mike Perro seconded it. **Approved Unanimously.***

3. Brownfields Program Income Policy

We have about 4 to 5 loan repayments coming in. Should bring in between \$180,000 to \$200,000 a year and increase to \$300,000 soon. Eventually will become about \$1 M. We need to establish some policies and/or guidelines for staff when making decisions on using these funds. Recommendations were passed out. Was suggested that we establish a sub-committee to review projects or reform the RLF Committee's duties to handle both. If changes to the guidelines are needed after Guidelines have been written on particular projects, the Executive Committee will be able to make those changes. It was suggested that we wait before writing up guidelines until we get the Close-Out Agreement letter from EPA and see how they require we handle funds. It was suggested that we use the draft guidelines for consultants to abide by until we establish a final copy. *Perry Ellsworth made the motion to table discussion until the next meeting and Mike Perro seconded the motion. Approved Unanimously.*

4. Budget Update

A budget update was presented showing numbers voted on at Annual Meeting and changes since. It was decided that because the budget numbers were voted on at Annual Meeting, voting on changes are not necessary, but updates with footnotes to the Committee would be helpful. It was asked that more text (explanation) be put on the header of the sheet.

5. DOT Project Update

Tom Reinauer, Transportation Director was present to update on some of the DOT related activities, but due to time constraints, was asked to present at the next meeting. Committee asked that Tom send packets to Committee.

6. Move Update

Still on track for November 1st move into the new Saco space. Phone and IT service providers have begun work. An E-mail notice was sent out last week to Town Managers, Executive Committee members, and Planners. We will be sending out a Newsletter shortly to everyone. Did not send to newspapers, but if Committee wants to, they can.

7. Status of SBDC

We have been paying SMBDC about \$2,500 a year to provide office space in our office. Because they also have an office in Will Armitage's facility, 2 minutes away, it is felt that we do not need to provide space in our Saco office. However, it is recommended that an office in Sanford be provided for 2 days a week. It was asked how many clients he sees weekly and Paul will get the number. Will report back at next meeting.

8. Other

We had the Lincoln Mill loan closing yesterday.

SMPDC should be receiving an estimated \$180,000 to \$200,000 a year from repayment of loans and within a few years go up to \$300,000 and then \$1M.

The RLF Grant was closed on July 1, 2015. All paperwork has been filed and we are waiting for a Draft of the Close-Out Agreement. Should receive it sometime before end of September.

There was discussion about being able to participate telephonic/electronic for meetings not being in the Bi-Laws.

It was also advised that in the Bi-Laws, it does not show that we have a Revolving Loan Fund Committee (RLF Committee) and the Bi-Laws should be amended to include.

Bill Mann volunteered to be on the RLF Committee. *Gary Lamb made the motion to accept Bill Mann as a Committee Member and the motion was seconded by Perry Ellsworth.* **Approved Unanimously.**

Still have not received the final Audit letter from MDOT. We feel we may owe \$2,000.

FairPoint told Perry Ellsworth that there is fiber running down Main Street almost everywhere. Beth McCarthy advised that towns are not taking advantage of it. Funds will be available soon to assist towns and Paul asked to be notified for next meeting.

9. Next Meeting

Adjourned at 10:38 AM.