

AGENDA

SOUTHERN MAINE PLANNING AND DEVELOPMENT COMMISSION

EXECUTIVE COMMITTEE

October 29th, 2015

**SMPDC Conference Room, Saco Island
110 Main Street, Suite 1400, 4th Floor, Saco, ME 04072
When taking the elevator, press 4 (not 4A)
9:00 AM**

Please bear with me on this but between the move (completed on October 21st), the audit (about completed) and a changeover from server systems (just completed), the agenda may not be as complete as I had hoped. However, I did want everyone to see the space (with us in it).

1. Minutes of August 27th, 2015 Meeting

The minutes for the meeting are enclosed.

2. Treasurer's Report

A financial report is enclosed.

The Finance Committee has been meeting with our accountant and staff reviewing policies and procedures. The audit is about to be completed. We can provide an update on these items.

3. RLF Updates

1. EDA Loans

We have now approved (through the EDC of Biddeford/Saco) three loans from our 500,000k EDA loan pool. The companies and approximate amounts are below.

*Thermoform Plastics – Saco = \$100,000
Shapleigh Construction – Eliot = \$44,000
Steer and Stein – Biddeford = \$50,000*

Forage beer Works – Biddeford, approved but not closed = \$20,000

2. EPA Brownfields Loans

As you probably know, SMPDC received a \$500,000 supplemental Brownfields award from EPA last month. We promptly finished the loan to Lincoln Mill for the remaining \$460,000, leaving us with only about \$30,000 left from our 1,000,000 grant received last year. We are now working on the final closeout agreement with EPA on our old program which would then enable us to use program income for a variety of projects and activities.. we can provide additional detail at the meeting.

We will be applying for additional EPA Assessment funding and also new RLF funds in the next EPA funding round which is now underway.

4. DOT Project Update/Possible Loss of DOT Rural Planning Funds

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. A synopsis of those projects is enclosed.

Tom will also address a recent issue which has arisen with DOT who is now planning to cut our Rural DOT Planning Contract by 75%. We have received \$50,000 a year (sometimes more) for at least 20 years, but the Department now wants to cut that amount and go out to bid for “special projects” which we might be able to bid on. However, they may be in other parts of the state. A number of Regional Councils are weighing in on this via legislators and letters. Tom is preparing a letter which will be included in your packet and for your review.

These funds support transportation planning projects in non-urban areas of the state. For us that is the entire region with the exception of the KACTS region (York, Eliot, South Berwick, Berwick, Lebanon and Kittery). Tom is leading a group to meet with the DOT Commissioner on the reasons behind this cut following our meeting on Thursday.

5. Staffing

As some may know, our Senior Transportation Planner, Myranda McGowan has left to move to central Maine. We are now advertising for her position and have received a number of applications. We have changed the profile a bit so it is not necessarily purely a transportation position. In light of the DOT issue discussed above, we need to be clear with applicants that the position is subject to the funding constraints.

Chris MacClinchey who worked 20 hours per week doing GIS work and other things is now working on a contractual basis as our GIS work has really slowed down.

6. Projects

If time allows, I would like to highlight a couple of cool projects we have recently received funding for. One is a farming/Local Food project, another is trail planning and finally a project that looks at the reuse of historic buildings in the region.

7. Discussion on allowing for electronic voting/communication at Board meetings

Board member Bill Mann has asked that we have a discussion and possible by-law change regarding allowing electronic voting and attendance if needed. Below is the language he would like to amend (in yellow), but changes cannot be voted upon except at an Annual Meeting.

BYLAWS

SOUTHERN MAINE PLANNING and DEVELOPMENT COMMISSION, Incorporated JUNE 12, 2013

ARTICLE VI MEETINGS

Section 1.

General Assembly

- A. The General Assembly must meet annually during the month of June, with the date, time, and place determined by the Chair. Fifteen days notice of the date, time, and place must be given to each member municipality and county, and each member of the General Assembly.
- B. Special meetings may also be called by the Chair, by a majority vote of the Executive Committee, or by request of 25 percent of the members of the General Assembly. Notice of a special meeting must be mailed at least seven days prior to the date of the meeting and addressed to the head elected official of each member of the SMPDC and to the members of the General Assembly.
- C. Each member of the General Assembly is entitled to one vote. Twenty percent of the members of the General Assembly constitutes a quorum.
- D. Votes of the General Assembly, including elections, may be by show of hands or written ballot.
- E. Records will be maintained at the offices of SMPDC.
- F. Parliamentary authority is the current edition of Robert's Rules of Order Newly Revised for all matters not covered in these bylaws.
- G. Members of the General Assembly may participate in a meeting by conference telephone or similar communication equipment by means of which all persons participating in the

meeting can hear each other. Participation by such means shall constitute presence at such meeting.

Section 2.

Executive Committee

- A. The Executive Committee must meet regularly with the Executive Director, generally on a monthly basis, with the date, time, and place of each regular meeting determined by the Executive Committee.
- B. Special meetings may be held at the call of the Chair, at the direction of the General Assembly, or upon request of a majority of the members of the Executive Committee. The Secretary of the SMPDC must cause notice to be given of the business to be conducted and the date, time, and place of the special meeting to each member of the Executive Committee at least five days prior to the meeting.
- C. Each member of the Executive Committee has one vote. Seven of the members of the Executive Committee constitutes a quorum. Votes of the Executive Committee are by show of hands vote.
- D. The Executive Committee may create ex-officio, non-voting, memberships on the Executive Committee.
- E. Records will be maintained at the offices of SMPDC.
- F. Parliamentary authority is the current edition of Robert's Rules of Order Newly Revised for all matters not covered in these bylaws.
- G. Members of the Executive Committee may participate in a meeting by conference telephone or similar communication equipment by means of which all persons participating in the meeting can hear each other. Participation by such means shall constitute presence at such meeting.

Next meeting

December 10th?