

**MINUTES
EXECUTIVE COMMITTEE**

SOUTHERN MAINE PLANNING and DEVELOPMENT COMMISSION

**9:00 AM
October 29, 2015**

In attendance were: Chairman Robert Heard, Jan Williams Treasurer, Executive Director Paul Schumacher, Mike Perro, Gary Lamb, Perry Ellsworth, Judy Bernstein and Richard Dutremble.

Staff: Lee Jay Feldman, Chuck Morgan

Absent: Joyce Wood, Vice Chairman, Greg Tansley, Nancy Perkins, Jim Nimon, Nancy Colbert Puff and Bill Mann

Visitors: Dave DiPerri of “The Business Stop, LLC” and Will Armitage, Director of Economic Development Corporation

1. Minutes of August 27, 2015 Meeting

*Gary Lamb made the motion to approve the minutes of the August 27, 2015 meetings with the addition of Nancy Colbert Puff in attendance and Perry Ellsworth seconded it. **Approved Unanimously.***

2. Treasurer’s Report

Dave DiPerri discussed the restructuring of the financial statements. The structure is almost complete. The August books are pretty much complete. The Audit is ongoing, with maybe one more day of fieldwork left. Auditors should be back next week. Jan Williams stated that lots of progress has been made. Time reporting/Billing is getting much better. The staff is understanding more and we’ve simplified the process. There are questions on the P & L with discrepancies of about \$15,000. Concerning the Balance Sheet, Dave needs to know what the board wants to see. Paul explained that the Annual Meeting budget is one thing, but he needs internal budget, which is different (Project Budget). The board does not need to see these numbers. Dave told the board that we have an overhead rate of 1.3787. Financially, we are doing very well. It was suggested that the Finance Committee discuss how reports should be presented to the board. Dave to present a Balance Sheet at the next meeting. Will Armitage discussed loans and outstanding balances. It was agreed that we should defer the report until further work is done.

3. RLF Updates

Will Armitage, Director of Economic Development Corp., our RLF Administrator attended. Will discussed the loans we have made to different mills projects and that we are applying for another 1M in Nov/Dec. The notification should come in sometime in the spring.

He explained that EDA does not have the same process. The RLF Committee votes on the loans and just keeps the committee informed. All of our loans are paying as proposed. There are some

challenges with the Steer & Stein, but details were not known yet. It was felt that the approval process is going well with both committees doing approval at the same time. Matching funds are a focus point.

EPA is running smoothly. EPA loans are interest based on market and differs by projects. We lend to businesses because they create jobs. Generating \$160,000 yearly in program income. We need to know about the restrictions and have not heard yet on how to administrator these funds. Will couldn't provide an aging report, as they have a new program and the data has not been installed yet and they are not using it yet. They will be setting up the new balances as of June 30th and then afterwards be able to provide principal/interest information and loan status monthly.

We are working on a banking situation now. Will is collecting funds and needs to transfer into our bank account. We need to establish sign-offs. Paul told the committee that he wants to move all the accounts to Bangor Savings bank.

It was felt that we need to market the program better and a there is talk about designing a brochure to market our programs. He is also developing an on-line application which would also help. The program will be based on York County funds. Oxford County funds have restrictions. FAME awarded the EDC 1.1M dollars and to cover York County and nine communities in Oxford. Paul and Will will visit Bangor Savings Bank in Parsonsfield soon to introduce the program and hopefully establish a relationship in that area.

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

Tom Reinauer presented and discussed projects in the region. Tom is attending a meeting with the Commissioner and Regional Councils in Augusta today as they are proposing a 75% cut in budget. We will need to be pre-qualified to bid on projects. . Our existing contract will be expiring at end of December. Tom was asked why this was happening and he told group that we had received no information about why.

Tom told the group that we would only be getting about \$12,000 a year if this passed. We could use the funds for the Public Works Directors group, Incident Management, RT. 113 Corridor, Scenic Bi-way, which would be about 3 hours a week. Tom presented a letter that he wanted to give to the Commissioner at today's meeting, but needed Rob Heard's signature. Judy East and Chris Huck also were presenting letters. Paul will let the committee know the results of the meeting when Tom returns. He stated that if we needed to bid on projects, then we will. We could possibly end up with more income in the end. *Perry Ellsworth made the motion to have Rob Heard sign the letter and present it to the Commissioner and Gary Lamb seconded the motion. Approved Unanimously.*

5. Staffing

Paul told the committee that Myranda McGowan has moved away and left employment with us. Due to GIS work drying out, Chris MacClinchy, who was working about 20 hours a week will be working on a contractual basis. We have advertised for a Transportation Planner and mixed junior level position. Should be about \$40-\$45,000 a year. We have received 25 to 30 applications. Staff will be going through applications and begin interviewing shortly.

6. Projects

Paul announced that we received a \$25,000 USDA Grant to develop a food distribution in York County. Will do a feasibility study. We got a \$10,000 ME Community Foundation Grant, which will be in York/Oxford Counties doing Brownfields planning and rehab. We will be applying for more funds for the Maine Outdoor Heritage Fund, which is a trail system in York County connecting to the Eastern Trail for ATV's, biking, hiking, snowmobiling.

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

William Mann presented new language for the Bylaws to allow for participation into the meetings by conference telephone or other communication equipment. We will need to vote on this at the Annual Meeting. It was discussed if this was legal and Paul will check with our attorney. It was felt that this was not a good idea as you had to announce yourself every time you spoke and that it was an easy way out of attending. It was felt that you should be present to vote. *Perry Ellsworth made the motion to table this article until Bill Mann was present for input and Mike Perro seconded the motion. Approved Unanimously.*

8. Other

Perry Ellsworth discussed a new low income housing project in South Berwick and the use of tax credit funding. It is a senior housing opportunity to live a decent life at a reasonable cost. There is a lack of senior housing throughout Maine. Facility should be opened by December 1st.

9. Next Meeting

December 10th (Perry Ellsworth's birthday)

Adjourned at 10:45 AM.