

## AGENDA

### SOUTHERN MAINE PLANNING AND DEVELOPMENT COMMISSION

#### EXECUTIVE COMMITTEE

December 17<sup>th</sup>, 2015  
**SMPDC Conference Room, Saco Island**  
9:00 AM

I would like to welcome Beth Della Valle, Sanford City Planner to the Board. Beth is replacing Jim Gulnac.

Unfortunately, I have also enclosed a letter of resignation from Joyce Wood of Alfred. I personally want to thank Joyce for her years of service and support.

#### **1. Minutes of October 29<sup>th</sup>, 2015 Meeting**

*The minutes for the meeting are enclosed.*

#### **2. Treasurer's Report**

*A financial report is enclosed. Our accountant will be here to discuss the new format. The audit has been put on hold as they were extremely busy with other clients. It should be completed in draft form at the beginning of the new year.*

*Motion to accept the First Quarter Financial report.*

#### **3. RLF Updates**

- *EDA Loans*

*The following are approved EDA loans:*

*Thermaform Plastics – Saco, - \$100,000*  
*Shapleigh Construction, Eliot, - \$44,000*  
*Beer and Stein, Biddeford, - \$ 50,000*

*On Tuesday the RLF Committee will be reviewing three additional loans including one for \$200,000, which if approved would about dry up the loan fund from EDA. We will then need to wait for loan repayments to begin serious lending from the program income.*

- *EPA Brownfield Loans*

*We have now agreed to lend and grant the one million (in regular grant funds from EPA) and the 500k (Supplemental funds) for the Lincoln Mill project in Biddeford and Pepperell Mill.*

*We have also about used up all of our assessment funding with our last large amount (25k) going to Sanford for the St. Ignatius elderly housing project in downtown Sanford.*

*On December 18<sup>th</sup> we will be applying for new assessment funding and also a new RLF Grant (1 million).*

- *EPA Program Income Guidelines*

*I am happy to say we now have an approved close-out agreement from EPA for the use of our program income. (Enclosed)*

*We have also put together some guidelines for the use of that program income, which I would like to Board to endorse. (These are enclosed as well). We can go through this and as they are only guidelines, they can be changed or altered at any time. But we consider it crucial to have something in place as our consultants and potential applicants in the region know we have some funds available. Chuck and I can go through these. They were sent to the Finance Committee last week.*

***Motion to approve EPA Program Income Guidelines as written (and/or amended).***

- *Banking*

*I recently met with Bangor Savings Bank and because of our fiduciary relationship with the Economic Development Corp. here in Saco and the amount of connectedness between some of our accounts, I would like to take all of our accounts out of Bank of America (where we are charged ridiculous fees) and Kennebunk Savings Bank (which holds our EPA funds) and transfer the funds to Bangor Savings. We plan to work out some arrangements so that the EDC has depositary authority and can also look at the EPA and EDA accounts. I will let the Board know the parameters of that when I get the info from Bangor Savings.*

## **4. Personnel**

*We recently hired a Transportation/Land Use Planner, Jamel Torres, to replace Myranda who left to move to central Maine. Jamel has a Masters from USM Muskie School and was most recently the Town Planner in Wiscasset.*

*I have enclosed the resume for Jamel if you are interested. He will be starting on December 21<sup>st</sup>.*

## **5. DOT Funding Update**

*You may recall at the last meeting we addressed a letter to MDOT regarding their proposal to cut our Rural Transportation Funding contract from 50k to 12,500k per year. There was some outcry over this and (mainly through the efforts of Tom from our office) some changes were made to that proposal.*

*As a result of a meeting between the RPCs and Commissioner Bernhardt and Deputy Commissioner Nass, DOT has modified their original proposal on the Rural Contract funding. SMPDC submitted task/project needs for the next contract starting January 1. MaineDOT is reviewing those, and will be working with us and the other RPCs to develop an agreed upon list of tasks.*

*Once that list is developed, MaineDOT will be creating a scope of work for each task and SMPDC will need to submit a cost estimate for each scope/task. MaineDOT will also be developing a cost, and we will negotiate (if needed) on cost and deliverables. This is a much different method than in the past, but we think it is a good compromise moving forward.*

*We will still only receive a base of amount of 12,500k, but we will then have the opportunity to pursue projects which would bring us to our original amount (and possibly more). We have a few projects lined up now and I will confer with Tom to see if there is room for additional planning projects.*

## **6. Other**

- *Dues letters went out this week with a 3% increase as we discussed a couple of years ago. At some point this year, I would like to discuss the dues structure and what, if anything, we might do about it. We currently receive half the amount in dues that other RPCs receive.*
- *We have renewed the York County Advocacy Group effort and have again hired Eaton Peabody to track legislation of interest in York County. SMPDC remains the administrator of the effort. There is a list of topics that will be tracked during the session*

**Next meeting**

**February 25<sup>th</sup>?**