

**MINUTES  
EXECUTIVE COMMITTEE**

**SOUTHERN MAINE PLANNING and DEVELOPMENT COMMISSION**

**9:00 AM  
December 17, 2015**

**In attendance were:** Chairman Robert Heard, Jan Williams Treasurer, Joyce Wood, Vice Chairman, Executive Director Paul Schumacher, Beth Della Valle, Greg Tansley, Gary Lamb, Jim Nimon, Nancy Colbert Puff, Perry Ellsworth, Judy Bernstein and Richard Dutremble. Dave DiPerri was also present to talk about SMPDC's financials.

**Absent:** Mike Perro, Nancy Perkins and Bill Mann

**1. Minutes of October 29, 2015 Meeting**

*A motion was made by Perry Ellsworth and seconded by Richard Dutremble to approve the minutes of the October 29, 2015. **Approved Unanimously.***

**2. Treasurer's Report**

Dave DiPerri and Jan Williams discussed the restructuring of the financial statements. Dave has been trying to put together financial information that would be useful to the committee. Jan stated that the objective was to have financials look like they did when using the old accounting system, and we are almost there. The RLF information has to be separate from the operational budget, but the committee needs to know how much we loaned/granted and what is left.

Paul told the committee that almost all of our EDA and EPA funds have been loaned out. It was decided that the percentages were not accurate as we spend out, but bill accounts quarterly, thus the lower numbers. When we see low percentages, explanation is all that is needed. It was decided that committee should be focusing on the operating budget costs/income as they are based on dues and contracts. All other is supplemental.

It was asked about why Legal Fees were so high and it was decided that most of that amount should have been in the RLF expenses.

Perry suggested that the Finance Committee meet quarterly to discuss financials, make changes and have explanations prior to the meeting. *A motion was made by Perry Ellsworth to accept the 1<sup>st</sup> Quarter Financials and it was seconded by Nancy Colbert Puff. **Approved Unanimously.***

**3. RLF Updates**

Chuck Morgan came in and updated committee on the RLF. We had \$500,000 EDA funds, which Will Armitage administers. This past week, three projects were approved leaving about \$20,000.

Jan explained that there was an issue concerning origination fees by borrower. In the Saco/Biddeford areas, origination fee is 1%, but if outside of this area, the fees ran from 1 ½ to 2%.

It was suggested that we offer a flat rate instead. Origination fees should not be a geographic decision. Will Armitage is in agreement with this flat fee. Chuck informed the committee that the Brownfields have a rate of 1 ½%.

Chuck explained that interest payments can be used for our costs (time). Eventually, we should be receiving about 35K a year in interest and we pay Will Armitage for his management.

EPA is out of monies. The last of the Assessment funds were used to help Sanford with the St. Ignatius Church 55 Plus housing project.

We are applying for the Supplemental Income soon. We've been getting it for the last 4 or 5 years, so see no reason why we should not this year.

EPA Program Income Guidelines. Paul would like some direction. Should be receiving about \$180,000 to \$200,000 and higher as the years go on. There are some balloon payments that should come due in about 5 years, making it about \$500,000 - \$700,000.

EDA – need to keep interest separate from principal

EPA – all interest is program income

The guidelines were given to the Finance Committee and Jan gave some comments back. It was felt that we needed to remain flexible as there will be projects that come up that we could do if not so restrictive. Our goal is to get the monies out the door, but need to get some back. Loans are our top priority. Paul explained that a number of projects that we fund come back later stating that they need more \$\$ to finish the project. We should set up guidelines that possibly ask that the project go out to bid and we get copies of the prices to avoid spending on soft costs and then needing more funds to finish the project. We should only fund clean-up activities. Paul asked what level the committee wanted to be involved, should it be a dollar amount. It was decided that this should be viewed as a learning opportunity and issues be addressed at committee meetings for review. *Perry Ellsworth made the motion to approve the EPA Guidelines as written and/or be amended and brought back for review in April, 2016 and Jim Nimon seconded the motion. **Approved Unanimously.***

#### **4. Personnel**

We have hired a Transportation/Land Use Planner: Jamal Torres to replace Myranda. He begins working with SMPDC on December 21<sup>st</sup>. Jamel has a Masters from USM Muskie School and was recently the Town Planner from Wiscasset.

#### **5. DOT Funding Update**

At the last meeting, Tom discussed how DOT was trying to amend how we received our Rural Contract funding of \$50,000. The plan was to give us \$12,500 instead and have us bid on projects. Tom organized a meeting with the Commissioner and Deputy Commissioner and they have since compromised and will give us \$12,500 and provide us with cost estimates on projects that we can decide if we can do the work for that cost or not. It was thought that this may actually be beneficial for us.

## Other

Joyce Wood will be leaving the committee due to time constraints. Thanks were given to her for the many years (8+) of service to the committee. Joyce told the committee that she enjoyed working with such professionals and has learnt so much.

Paul welcomed Beth Della Valle to the committee. Beth is replacing Jim Gulnac both as the City Planner in Sanford and on the committee. Beth has been with Sanford since September.

The signed Closeout Agreement has been received from the old RLF.

Concerning banking, we have decided to consolidate our accounts into one bank; Bangor Savings. Paul, Dave and Will Armitage have been working with a representative to setup the accounts.

The 2015-2016 Dues letters have gone out with a 3% increase. Paul would like to discuss with the committee in the near future about how we calculate the dues amounts. We are actually charging ½ what other RPCs are charging. It was suggested that we continue to let our towns know what they get for the 3% increase in dues amounts.

Paul told the committee that the York County Advocacy Group is back. A list of items have been established that will be followed at the legislative level. If anyone has any issues that they want us to address, to let Paul know. The jail funding is crucial to towns. If not handled properly this year, taxes will be going up. Conferencing calling at the last meeting in Augusta, was very poor, and Paul told them that it was being worked on.

Perry told the committee that the MMA LPC was having their first meeting in January and to let him know of any issues.

6. **Next Meeting:** February 25, 2016                      Adjourned at 10:45 AM.