

**MINUTES  
EXECUTIVE COMMITTEE**

**SOUTHERN MAINE PLANNING and DEVELOPMENT COMMISSION**

**9:00 AM  
August 30, 2018**

**In attendance were:** Chairman Perry Ellsworth, Vice Chairman Jan Williams, Treasurer Richard Dutremble, Executive Director Paul Schumacher, Kendra Amaral, Gary Lamb, Pat Finnigan, Jim Nimon, Chris Osterrieder and Dave DiPerri

**Absent:** Werner Gilliam, Beth Della Valle, Cristina Forsyth and Greg Tansley

**1. Minutes of May 10<sup>th</sup> and June 13<sup>th</sup> Annual Meeting**

*A motion was made by Gary Lamb and seconded by Pat Finnigan to accept the minutes of both the Annual Meeting Minutes of June 13<sup>th</sup> and the May 10, 2018 as written. Kendra Amaral and Richard Dutremble abstained as they were not present. **Approved Unanimously.***

**2. Treasurer's Report**

The Finance Committee met prior to this meeting and reviewed the P&L from July, 2017 thru June, 2018 and the Brownfields Aging Report from Will Armitage. Perry wanted to thank Richard for taking the position on the Finance Committee. The FC's members will remain with Perry, Jan, Gary and Richard. The FC does not get into the day-to-day business, but still remains responsible. They are doing a good job weeding through financials. Paul announced to the Executive Committee members that if they arrive early before their meeting begins, that they are welcome to pop into the FC meeting.

The Audit is not complete yet. The Auditors will be returning for another day in September. They came for two days in August and did some field work. Year-end figures reflect that we made money, but this amount included the \$30,000 from DOT. Dave stated that he felt we broke even. The draft audit should be coming along soon, which is important to calculate a new cost-rate.

Will's office changed their name from Biddeford Saco Area Economic Development Corp to Southern Maine Finance Authority. The Brownfields Aging report shows that the Brownfields accounts are doing ok. Still working on the loan for Kittery business.

Gary asked about how often Will would be attending meetings and Paul told him that Will was scheduled quarterly. Gary stated that he learns a lot when Will attends.

*Kendra Amaral made the motion to accept the P&L Report and the motion was seconded by Jim Nimon. **Approved Unanimously.***

### 3. Updated Budget

A proposed Budget was given at the Annual Meeting. An updated budget was passed out with changes. Some items were not on the original budget:

- Kittery's transportation project \$250,000 Joint Land Use Study (JLUS). The Press Release is going out today. The Portsmouth Naval Shipyard is hiring another 200 people. Kendra, Paul and Adam, Kittery's Planner were supposed to attend the conference in St. Louis, but Kendra and Paul never made it. Paul got stuck in LaGuardia Airport due to cancellations of flights and turned around and came home.
- EPA \$10,000. A planning project in Fryeburg to convert an old school into a Town Hall,
- Coastal Project. An additional \$35,000.

### 4. Brownfields Update

Paul announced that Brownfields received another \$200,000 for Assessment and \$500,000 Supplemental RLF.

- Kittery is doing a great job using the funds and showing others what they could do with the funds.
- Oxford County – Fryeburg Town Hall
- Pepperell Mills – moving forward
- Lincoln Mill – hasn't closed yet. They are still getting their financing together.
- Saco Assessment Project – potential
- Sanford – EPA demolishing the burnt-out mill site. The other mill will remain because it is on the Historic Register.

### 5. Advocacy Group

Perry has setup a York County Manager's meeting on September 20<sup>th</sup> here in SMPDC's office to discuss issues that need to be brought up to the Legislatures. It was suggested that it would be helpful "IF" we could use the TV in SMPDC's office to connect with Augusta Legislatures instead of driving to Augusta. A major issue has been the conference calling connection with Augusta. The connection has been spotty and sometimes not functional at all. We should begin getting technical support now and not wait for Augusta to correct their connections. We also should tell Legislatures to "be on time" so we do not sit around waiting for them.

Perry reiterated that it is critical that we be there and get our list of items ahead of time to present to the Legislatures. We need to try and get more involved for York County and Oxford County. We should have a statement. We need to get a strong effort started and be in contact with the right people. We need feed-back before September 20<sup>th</sup>. Need to figure out how to get to the rural areas. Need issues that we all can benefit from.

The State has given us the same amount for over 20-years. We need to ask for more funds to support our Regional Planning Organizations. With more support, we can do more. Cumberland County is also getting more involved. We could mix/match with them.

It was agreed that we need to get onboard. We have a lot to gain for everybody: more funding, new people filtering thru and getting more involved.

1. Move forward – will share with Town Managers on September 20<sup>th</sup>.
2. DECD Regional Business Assistance - \$35,000/year with match. Pulled back to Augusta.
3. Quality of Place

It was felt that most of the foundation has been already created, it is not brand new. We must restore it.

A question was asked of how the State views our area. They take our dollars, but they don't seem to care. It was suggested that we focus on Infrastructure. Think of State MPI to help us. Pool area towns' funds together for projects.

- For instance, Cornish has a parking problem. Planning Board needs help. Has \$2,000, but would cost more like \$10,000 to \$15,000. They think they need to redo the Comp Plan, but more like they need help with the process. The need to know what they are doing and there are no resources to help them with this. This is typical in our rural areas.

## **6. Personnel**

SMPDC has a new full-time entry level salaried position. See job description enclosed. Will be making an offer to Kelsey Pelton today. She will be assisting Tom, Lee Jay and Paul. She has social media knowledge.

Eric and Abbie have begun doing Planning Board stuff.

Perry suggested that we not be afraid to hire the younger folks. We are all getting older and it is harder to find Planners with 10-years of experience. Very competitive hiring right now.

## **7. Dues**

Perry told the committee that the Finance Committee spoke about the dues structure and want to move forward. We should include an Escalation Clause. More than a single-year plan. Look at a 3-5 year plan. Last year, we increased dues by 10% and upcoming dues with another 10% increase. Then-on a 3% increase. It was suggested that at the next Finance Committee meeting, we discuss this issue with a 3-5 year plan. What do we do for our municipalities? Since GPCOG's 50% increase in dues, they have lost 2 to 3 towns' membership. Their dues amounts are based on population.

## **8. Other**

Jim asked about the EDA person's visit in September. Paul told committee that it was just a routine visit to go over operational stuff. Will Armitage will be present to answer any questions.

Paul asked the committee about the hiring of younger folks who are still under their parent's health insurance plans until age 26. He was informed that you can ask about their insurance coverage, but not during the interview as it could be construed as a reason for being or not being hired. In the past we offered \$2,500 a year, if they did not take health insurance but has since been removed from our Personnel Policy. It was suggested that we have options listed and they chose which one they want and we should also amend the personnel policy to reflect these options. It was suggested that we send our current Personnel Policy to our attorney for review.

Dave suggested a Certified Professional HR person be hired to review current policies/laws. One could be on-call when needed. It was suggested that information is available from MMA and the board has lots of experience and could share information and be a resource. Kennebunk, Ogunquit, Kittery and the County all have outside HR's and So Berwick uses their attorney for this.

Website – Paul has spoken to three firms about redoing our webpage. CivicPlus is the nicest, but the most expensive. Paul is tempted to go with the less costly. They offer a 3-year payment plan.

General Assembly Members – We contacted each town to get an update of members. Some towns have responded, others not sure what is required of them. We need to do more town connections. With over 10,000 people, you can have 4 members.

Cooperative Purchasing – SMPDC goes out for bid pricing for Copy Paper, Road Salt and Pavement Striping. We bid out with GPCOG on Office Supplies. GPCOG charges our members a Non-Member Administrative Fee of 3% for Office Supplies, which we feel we could manage ourselves. Due to time constraints, this item will be brought up at the next meeting.

Kendra thanked Paul for holding the Board of Appeals training. She asked that he consider doing again as it was very informative and her staff came away with lots of important information. MMA offers a General Training, but SMPDC's was more informative. Paul told committee that the state used of pay for this training, but they no longer do.

Perry suggested:

1. Meetings continue to run for about 1 ½ hours long and we need to stay on task with the agenda to stay within that timeframe.
2. That maybe we hold these meetings on a monthly basis for a while during the Legislative cycle. Generally we hold 5 to 6 meetings a year.
3. Congratulated Kendra for being awarded Maine's "Rising Star."
4. MMA is holding a Legislative training session on Spring Hill with about 30 people. MMA is committed to do more training in Southern Maine. There is a change coming in Municipal training with younger folks coming on board.

Adjourned at 10:30 AM. *Unanimous.*