

**MINUTES
EXECUTIVE COMMITTEE**

SOUTHERN MAINE PLANNING and DEVELOPMENT COMMISSION

**9:00 AM
December 13, 2018**

In attendance were: Chairman Perry Ellsworth, Vice Chairman Jan Williams, Treasurer Richard Dutremble, Kendra Amaral, Gary Lamb, Pat Finnigan, Chris Osterrieder, Greg Tansley, Denise Clavette and Paul Schumacher, Executive Director

Absent: Werner Gilliam, Beth Della Valle, Jim Nimon, Cristina Forsyth and Dave DiPerri

Introductions and welcoming to Denise Clavette, new board member from City of Saco

1. Minutes of November 1, 2018 meeting

*A motion was made by Jan Williams and seconded by Chris Osterrieder to accept the minutes of the November 1, 2018 as written. Denise Clavette, Pat Finnigan and Gary Lamb abstained as they were not present. **Approved Unanimously.***

2. Treasurer's Report

A motion was made by Gary Lamb to accept the Financials of November, 2018 and the motion was seconded by Denise Clavette.

Discussion: The Finance Committee met prior to this meeting and had a telephone conference with Tonya Libby of Purdy Powers who did our audit. She felt that the audit was good with no findings. They no longer write Management letters for clean audits. The audit needs to be registered with the Federal Audit Clearing House.

A Profit and Loss Statement and Balance Sheet till the end of November, 2018 was presented with no issues. Perry Ellsworth asked about the line items of Vacation and Sick. He wanted to know if we actually budgeted these amounts or just listed as liabilities. Paul was not sure, but would discuss with Dave DiPerri and have an answer at the next meeting.

An Aging Report from Will's office (Southern Maine Finance Agency) was presented showing all EDA and Brownfields loans and payments. Paul explained that Will was having discussions with the Kennebunk Gym as they are a bit behind in payments. There was an article on TV this morning about the Lincoln Mill being late for a permit application filing with the City of Biddeford. There will be a fine that they have agreed to pay. We have been receiving payments on time. Greg Tansley wanted clarification on the ARC Holdings \$39,997.79 Total Due. Paul will ask Will about this and get back to them.

A Cooperative Purchasing sheet was distributed showing the savings our communities received from our Copy Paper and Road Salt 2017-2018. The savings is substantial and our road salt bid is a big deal.

EPA is requesting a Federal Agreement for a new cost rate. Last year it was a 1.8% and this year will be 1.7% due to our hiring younger folks who are not on our insurances. This rate will only apply to DOT projects, our towns/cities will remain with a flat rate when billing. This is a very lengthy analysis, based on last year's audit. *A motion was made to accept the cost rates by Pat Finnigan and seconded by Denise Clavette. **Approved Unanimously.***

3. Dues and Dues Letter

For the second year, we are requesting a 10% increase in dues. A draft letter was passed out. It was suggested that we not look like we are begging. We should include the Cooperative Purchasing savings sheet and the sheet listing dues amounts by community. We should include in the letter listing what we did for each of our towns/cities as some town's budget committees require dues be justified. Be specific to each town/city. It was suggested that we list what we did within a 3-5 year timeframe as we may have not done as much this past year in a certain town/city. It was strongly urged that we limit the letter to 2 pages. Less is more. Maybe a general letter with 1 to 2 pages and a 3rd listing specifically what we did for that particular town/city or the 3rd page available upon request. It was decided we needed to do this quickly as Paul wants to get the letter out by next week. *A motion was made by Chris Osterrieder to have Paul, Denise and Perry compose a letter to send and the motion was seconded by Pat Finnigan. **Approved Unanimously.***

4. Website Upgrade

Paul opened up the new webpage that Kelsey has been working on. The new webpage is going to be more active and vibrant. Paul asked for pictures of the board member's towns/cities. There will be a live map that opens each town's homepage with town's demographics, maps and what projects we are/have worked on for that town. The new webpage should be up and running in a month or so.

We want to upgrade our GIS service capabilities. Want to setup a map file for each town on our webpage. It was suggested that we are using too much blue on our webpage and should use different colors. We should also have pictures of the Saco River and farms.

5. EDA Revolving Loan Fund Plan

*A motion was made by Kendra Amaral to accept the EDA RLF Plan and the motion was seconded by Greg Tansley. **Approved Unanimously.***

6. Local Option Tax

There a number of proposed local option tax plans including lodging and food and retail sales. A 1% increase in tax is estimated. MMA is supporting that each town decides independently. By eliminating retail sales, it will lessen funds to those towns who are without lodging and meals. Paul needs to have a position decided as he will, at some point, have to go to Augusta and represent our interests. He feels good about only including tax on food and lodging. The coastal York County communities would stand to benefit due to their tourism. They could use the extra 1% from food & lodging for infrastructure to support tourism. Kendra Amaral feels that maybe we should include Marijuana sales in this. Perry Ellsworth told her that the LPC would be looking into this real soon. Perry wants to ask between 25 to 50% of the tax revenue from Marijuana sales, a much larger share

from the state. Greg Tansley felt that the more we tax sales, that it will drive sales back underground. Richard Dutremble told the group that the County invited a gentleman from Colorado to educate them on Marijuana sales and that it was very complicated. Greg told the group that Canada only sells thru the mail. Perry stated that the state has no rules yet for Adult Use marijuana sales. Greg mentioned that nobody has questioned that marijuana is an Agricultural/Horticulture Industry. He was concerned that sharing revenues with the state could make the state lower other fund sharing items, such as schools, etc.

Richard Dutremble asked if the County could receive some of this tax revenue as it would lower their required funds from towns, but was decided to keep it local instead. Perry told the group that the communities had the choice to opt in or out. *A consensus was that Paul be able to pursue the 1% local tax from Lodging and Meals on behalf of the Commission and add this item to the agenda for January's meeting and address any concerns at that time.*

7. Trail Project

The trail project is ongoing. The National Park Service has offered technical assistance with connecting all trails to the Eastern Trail (Saco – south). They have put a priority on the project. A very large project with little funding. We will be putting information on our website soon. Small grants have been received for hiking and biking. We will need to get funding thru private investments.

Other

Items for January's meeting:

- Local Option Tax
- Marijuana (new)
- Trail Project
- GIS???
- Printing bills in the Hopper - LPC

Adjourned at 10:20 AM. *A motion was made by Gary and seconded by Chris to adjourn.*
Approved Unanimously.