

**MINUTES
EXECUTIVE COMMITTEE**

SOUTHERN MAINE REGIONAL PLANNING COMMISSION

**9:00 AM
November 15, 2007**

In attendance were: SMRPC Executive Director Paul Schumacher, Chairman Peter Morelli, Vice Chairman Robert Heard, Treasurer Richard Bicknell, Mike Huston, John Wood, Roxanne Eflin, Judy Bernstein, Chester Chapman, and Sandra Mowery. Absent were: Nancy Perkins, Joyce Wood, Greg Tansley, James Gulnac and Wallace Reid.

1. **Minutes of the October 11, 2007 Meeting:**
Motion to accept minutes was made by Robert Heard and seconded by Roxanne Eflin. The board approved the minutes of the October 11th meeting.

2. **Treasurer's Report:**
Paul reported that the checking account had approximately \$16,000, \$81,000 in Accounts Receivable and \$21,000 in Accounts Payable. AP amount is due from the GPCOG and State EPA both being slow in paying. Paul stated that he felt no concern was warranted. Motion was made to accept Treasurer's Report by Robert Heard and seconded by Chester Chapman. Motion passed unanimously.

3. **Brownfields RLF Environmental Consultant:**

Interviews have been conducted and four consultants have been selected. Paul Schumacher, Chuck Morgan and the RLF Committee have agreed on the ranking system order as follows: 1) Ransom Environmental, 2) Campbell Environmental, 3) Credere Associates and 4) Jacques Whitford. Concerns were raised about a possible conflict that could transpire when a consultant is hired to review a Brownfields project that the consultant had previously assessed in the past. They would be in fact reviewing their own work. Chuck Morgan suggested that if the consultant did Phase One of a project, then they should be eliminated from Phase II. Chuck Morgan stated that Ransom Environmental had the most experience and they have worked less within the towns, so they were chosen as #1. If their staff members had done Phase I work, then another consultant would be chosen on this project. The consultants have agreed with this. Even though Ransom's budget was higher, Chuck Morgan has told them that he did not feel two senior staff members would be needed and thus lower the costs. Judy Bernstein asked how did other towns handle this conflict? She was told that EPA has the final say. A motion was made to accept the consultants and the ranking system by Robert Heard and seconded by Roxanne Eflin. All in favor except Richard Bicknell opposed.

4. **RLF Grant Process:**

Paul Schumacher had a few concerns on the Grant. Do we ask for a match? Do we get \$\$ back if an Economic Development Project sells? Could be some abuse. Judy Bernstein asked how this was handled elsewhere. Chuck Morgan stated that we should put together an Implementation Plan. Roxanne Eflin stated that she thought a committee had been already established to look into these issues. Paul Schumacher stated that it was not a separate committee. Sandra Mowery stated that she felt a payback clause within a six-year period should be implemented. Robert Heard suggested that he, Roxanne Eflin and Brian Phinney from Biddeford work on this.

Paul Schumacher informed the committee that the final EPA approved Grant/Loan Program included York, Oxford and Cumberland Counties. Group discussion about eliminating Cumberland County from the program. Peter Morelli suggested that we contact EPA and have Cumberland County removed. Robert Heard stated that the town of Baldwin was in fact part of Cumberland County and that we do work with them, but that they were the only town in Cumberland County that we work with. Peter Morelli suggested that Paul Schumacher contact EPA and have it listed as York, Oxford counties and town of Baldwin. Robert Heard suggested that we have it changed to Southern Maine Regional Planning Commission area.

Chuck Morgan asked if the Grant Committee wanted to communicate via E-mail? Robert Heard suggested they meet after the Executive Committee meeting.

5. **Personnel Salary and Benefit Package:**

Peter Morelli stated that Judy Bernstein was very active the last time a benefit's package study was conducted. (10-15 years ago???) It was determined that it actually was 4-5 years ago. Do we need a sub-committee to look at structure and where we stand? Do we look into York County and Cumberland County? Roxanne Eflin suggested looking into other COGS. Paul Schumacher stated that we have done that, but they won't give us the information needed. They will give us a range, but we need more solid numbers. There was an increase in salary in 2000, then 3-5% thereafter. Peter Morelli suggested a committee of 3 people. Peter Morelli stated that Saco has a great HR person and he will have her look into MMA data and share with us. John Wood stated that with MMA's data, we could make decisions within the Executive Committee. Discussion continued about RPC salaries being public and how could we find the information. It was suggested that we speak to the Finance Person in each agency and maybe Marian Alexandre could make contact. Peter Morelli suggested one committee member led by John Wood and done by E-mail could be helpful. With a

small group, maybe we could get the salary amounts from others. Roxanne Elfin suggested that with less than 10 people, it should work. She suggested that we check the job sites on the web. Check into all New England States, then ask for New Hampshire and check equivalent for ME and they will give. Check JOBS USA website. Paul Morelli asked for a third member for the committee, but it was suggested that discussion continue at next month's meeting.

6. **Dues:**

Paul Schumacher forwarded a spreadsheet to committee to show the difference in dues with a 3% increase. The increase was discussed at length and was decided not to increase dues this year, because of late date and not enough time to prepare towns, but to put on the August 2008 agenda for an increase next year. It was suggested that we track the number of phone contacts we do for the towns and present to them. Motion was made not to increase dues by 3% this year by John Wood. All in favor, 2 opposed. Peter Morelli stated we would bring back late in the summer.

Judy Bernstein asked that she be sent copies of all mailings that get sent to towns. John Wood stated that mailings get sent to Selectmen Offices, but budget committees need to get them also to present at the town meetings. Robert Heard stated that someone has to be at meetings to defend the requests or it is just dropped and forgotten about. Paul Schumacher stated that we should be more pro-active with the "General Assembly". Paul Schumacher stated that written communications are too hard to get to out, we should use more E-mail. There is a Constant Contact Program that does E-mail very easily. Worth looking into instead of the paper trail. We should also put SMRPC on town's websites. John Wood suggested we send to web master. Dick Bicknell stated that he likes paper, but mailings go to lots of people and they don't read them, but they do open their E-mails daily. Peter Morelli suggested that we put all newsletters in E-mail form. Paul Schumacher will check into this.

7. **Informed Growth Act:**

Mike Huston suggested that we do not become certified and was seconded by John Wood. Peter Morelli asked if any other considerations. Jonathan Lockman spoke of his 11/5 memo and explained to the committee his pros and cons. Any Retail Project with 7,500 sq. ft. or more has to have a planning study done for the positive/negative impact to towns. \$40,000 will be held from the contractor to pay for the study. SMRPC could be asked to become a consultant, but we may have already done a planning study for that town. Richard Bicknell complemented JT on his note. Comments were made about whether or not this applied to mill re-projects. JT informed committee that there were no exceptions, if 75,000 sq. ft., it needed to be done. Motion was

made by Mike Huston, seconded by Rob Heard not to become a certified consultant. All in favor.

Other:

Roxanne Elfin asked the committee if they would support the LD262 Historic Tax Credit within the Maine Legislature. This tax credit assists historic rehab work. She wants to approach legislation in January in a big way and would like to put our name on, as part of this effort. Peter Morelli stated that we have done this in the past. Paul Schumacher stated that we presently have some of projects tied into this bill (Brownfields & Sanford). Roxanne Elfin explained how this tax credit funds rehab of historic buildings. See www.mainepreseervation.org and Grow Smart for more information. Paul Schumacher stated that this was a great bill and we should support this. We have taken a position before. Motion was made by John Wood to support LD262 Tax Credit and seconded by Rob Heard. Discussion further about checking into Bylaws and if they allowed us to support this bill. Motion was made by John Wood and seconded by Richard Heard to amend original motion to: check into bi-laws and if permitted, then support. All in favor. Richard Bicknell - abstained.

December meeting – If necessary, on Thursday, 12/13/07. Items to be discussed included: Brownfields Grant and Personnel

Meeting Adjourned at **10:30 AM**