

**MINUTES
EXECUTIVE COMMITTEE**

SOUTHERN MAINE REGIONAL PLANNING COMMISSION

**9:00 AM
October 11, 2007**

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

1. Minutes of the August 22, 2007 Meeting:

On a motion made by Mike Huston and seconded by Roxanne Eflin, the board approved the minutes of the August 22nd meeting.

2. Treasurer's Report:

Paul Schumacher noted that during the 1st Quarter, SMRPC has more work than previous quarters. Paul informed the committee that Josh Mack has accepted a position as Transportation Director in Keene New Hampshire. SMRPC will need to replace his position in transportation, as transportation work keeps growing and SMRPC will advertise immediately.

Concerning the budget; we are where we should be at this time. The collection of fees from towns has been very good. The budget looks good because of the collected dues from towns. Towns sent fees in early. John Wood asked if we had a list of which towns have paid and which have not. Paul told him that the list is available on his computer, but 39 towns have paid and others have told us they are going to pay. Some fees were lower amounts (Wells and Sanford) and he will meet with them about balances. Paul informed the Committee that the County has also paid their dues. He noted that the County would pay on a quarterly basis. Paul informed the committee that we are the only organization that gets fees from County. Paul also informed the committee that the County has hired a consultant: Dick Brown. Motion was made on the Treasurer's Report to accept the budget and seconded by James Gulnac. Motion passed unanimously.

Discussion ensued regarding an increase to dues to towns. Roxanne Eflin stated that they were not high enough. James Gulnac stated that we had discussed increasing fees each year. John Wood suggested a 3% annual increase. We should explain to towns that our expenses have increased and dues should also. We need to inform towns of the change. Richard Bicknell explained that we should use caution asking for an increase due to the town's economic situation. Peter Morelli stated that the towns should be making the fees a part of their yearly expense budget. John Wood suggested that someone from SMRPC or the

Executive Committee plan on being at town's budget meetings and explain our services and that we should be paid for them. Peter Morelli asked Paul to provide a list of services that we provide to the towns outside of contracted services. Paul stated that we are on phone calls often with towns asking questions, and that we have not been keeping track of those calls. Roxanne Eflin stated that it was very important for us to track the phone calls. Peter Morelli explained that lawyer offices record times for each call received and made for billing purposes and we should also be tracking as well. Mike Huston informed us that the One-Write program has forms to track calls. Robert Heard stated that the committee has spoken about raising dues to towns before. Mike Huston suggested that in January 2008, all staff keep track of calls with towns. Paul stated that 75% of calls go to J.T. Lockman. As fiscal year runs from July 1st to June 30th, an increase wouldn't happen until 7/1/08. Dues should be increased by 3% and then go forward thereafter. Mike Huston made a motion to set dues for next summer (6/30/08). Paul stated the need to decide the increased amount before January 2008 because of budgeting and town meeting. Richard Bicknell wants us to look at economic situations of towns before setting an increased amount. Do not project a % too far out, need to look at each year. Peter Morelli suggested that we look at increasing dues at next month's meeting. Paul Schumacher asked if the board wanted to change the letters to towns now, as the letters will be going out in two months. James Gulnac suggested that we wait for the 7/1/08-6/30/09 fiscal year. Motion was to postpone for more information and discussion at November 8, 2007 meeting and seconded by Mike Huston. Motion passed.

3. Brownfields Revolving Loan Fund, Engineering Consultant:

Paul Schumacher advised the board that we received five proposals for environmental engineering consulting services and that he wanted to eliminate two, but has not done so yet, as we just received the proposals. Chuck Morgan came into the meeting and discussed the project. Costs varied greatly. Duties included: 1) **Vrap Program** and 2) Oversee clean-up activities. Greg Tansley stated that with a cost of \$900,000, he felt that interviewing all five proposals was not out of line. Brian Phinney from Biddeford was chosen to assist, Mike Huston volunteered, as well as Paul Schumacher and Chuck Morgan. Judy Bernstein was also suggested. Paul will check with her. Robert heard stated that he can help if Judy Bernstein can't. John Wood also stated he could assist.

4. Brownfields Revolving Loan Fund Committee:

A Committee was suggested to assist as loan applications are received: Aaron Shields (Planner), Chris Bailey (Biddeford Savings Bank), Paul Mattor (Hollis Planning Board & Commercial Real Estate & Environmental Programs), Roxanne Eflin (historic preservation and downtowns), Gordon Platt (business planning) and Attorney James Shirley (SIS) were suggested as members. James Gulnac suggested the Vice President/Treasurer of the SMRPC Executive Committee act as Chairman, which gives you the 7th member. Everyone agreed the Treasurer should be on the Committee but not necessarily as Chair. James Gulnac made the

motion to accept the above members on the Loan Fund Committee and Mike Huston seconded. Motion passed unanimously.

5. Underwriting Services:

Peter Morelli stepped down from the Chair for this session, as he is on Will Armitage's board and Robert Heard would take over. Proposals went out for an Underwriting Consultant. Only one was submitted (Will Armitage from Biddeford/Saco Area Economic Development Corp.). Chuck Morgan has seen his work before and has met with Mr. Armitage. An outline of what he has done and how is enclosed. No guidelines have been set up yet. A Revolving Loan Fund Committee has now been set up to do initial screening. Working with Mr. Armitage, they would make recommendations. Will Armitage spoke of his firm's background and left handouts. Lots of discussion ensued about operating budget amounts, default rate and standards and how budget was supported by portfolio. Will Armitage stated that loan policies set the standards. Currently on his loans, three months late and the loan goes into default. The firm will work with the people at that time to get them back on track. Default rate is 1.2% below what it should be. Peter Morelli stated that the rate could be higher. "We are not bankers, we are trying to create jobs." James Gulnac stated that we should retain Admin.

As part of the proposal Mr. Armitage would do: Underwriting – recommend to committee based on financial and equity. Once approved by Loan Committee, they will: submit a commitment letter, closing paperwork, process loan, do collections, present financial statements, site visits, make sure \$\$ are used correctly and reconstruct if necessary. Will Armitage shall report to Paul Schumacher annually of loan basis. Paul stated that there wouldn't be dozens of loans. Chuck Morgan advised that we just got the physical contract draft from EPA. We will need to hire assistance. After finalizing our draft, we will submit to Executive Committee and then to EPA. The decision will be by the Executive Committee to provide final loan approval. Chuck advised that we would work on the draft maybe next month. Jim Gulnac asked when would we be accepting applications and was told within 6 months. Chuck stated that the Feds wouldn't approve until maybe January. Paul agreed, maybe 3 to 6 months. Mr. Armitage stated that ideally the Loan Committee had five independent members and two members from their board. Loan Committee needs to have private and public sectors. Mike Huston asked if we engage Biddeford/Saco Economic Corp. or go out for another bid. Motion made by Mike Huston to engage Biddeford/Saco Economic Corp. in role of administrating the Revolving Loan Fund and seconded by James Gulnac. All in favor, Dick Bicknell abstained. Richard Bicknell abstained due to having more questions. Paul Schumacher stated that this was new ground for all of us and asked Richard Bicknell to e-mail his questions and he would speak to Mr. Armitage and get answers. Mr. Armitage stated that he could attend further meetings if need be.

A motion was made by James Gulnac to add Treasurer/Vice President by Title for the seventh member. Richard Bicknell stated he did not want to be Chairman, but wanted to be on the board. James Gulnac amended the motion. Peter Morelli motioned for the Loan Committee to elect a Chair, seconded by Gulnac. Motion was approved unanimously. Questions arose about conflicts with Board members representing towns and applying for money. Mr. Armitage advised that his firm already had a policy on this type of conflict. Peter Morelli asked the board to sit tight on this right now. Paul Schumacher stated that another update would take place in a few months.

6. Informed Growth Act:

JT Lockman, Planning Director, noticed SPO Website asking questions about the Growth Act and particularly RPC involvement with doing studies. Applicants give \$40,000 to SPO, towns have to be consulted and then they may call us to do a review for them. New program could get us in the middle. Greg Tansley asked, “What do we want to get out of it?” Greg Tansley asked if we should develop our own Growth Standards. Roxanne Elfin asked what were the pros and cons. Peter Morelli asked Paul to write a summary for the next meeting. James Gulnac stated that we are a Regional Planning Agency, who should be given the opportunity to look at regional impacts. Peter Morelli again asked to bring this issue back next month. Paul Schumacher will outline issues.

Paul Schumacher addressed the meeting room, that it was getting “cramped.” Suggested that we may meet at the Nasson Center on the next meeting.

Meeting adjourned at 10:35 AM.