

AGENDA

SOUTHERN MAINE REGIONAL PLANNING COMMISSION

EXECUTIVE COMMITTEE

January 9, 2008
Anderson Learning Center, 21 Bradeen St.
Springvale, Me

9:00 AM

1. Minutes of the November 8th Meeting

The minutes for the November meeting are enclosed.

2. Treasurer's Report

The Treasurer's Report for December is enclosed.

3. Brownfields RLF Implementation Plan

I have enclosed the RLF Implementation Plan, which needs Executive Committee approval. Chuck and I will also have an abbreviated summary available for the meeting and work through some of the details. The plan needs both EPA and DEP approval, which should be forthcoming shortly. This is essentially the last step before we begin taking applications.

4. RLF Grant process

As you may recall we also set up a small workgroup to come up with some guidelines on distributing Brownfields Grants (as opposed to loans). This is included in the Implementation Plan as described above. Some of the major guidelines include:

- *There will be a 200K maximum grant and a minimum grant request of 50k (a minimum was established because we essentially need to do a lot of the same work for a large grant as for a small one and we don't want to use all our resources administering a bunch of \$10,000 grants).*
- *There will be a 20% match*
- *There will be a cost recovery mechanism if a town or non-profit receives grant funds and then sells the property later at a profit.*

- *Towns can't apply (initially) for more than one grant)*
- *An initial deadline for grants of July 1 was established.*
- *Grants should focus on affordable housing, downtown redevelopment, job creation and parks and recreation although all will be considered.*

5. Personnel/Salaries and Benefit Package

A group was put together to look at SMRPC salaries as compared to area municipalities and other COGs. Committee member John Wood has put together some info on this and will report back to the Executive Committee.

6. New Employee

We have hired Julia Dawson of Berwick to replace Josh Mack as our Senior Transportation Planner. Julia worked at PACTS in Portland as a Planner and has a degree from USM in Environmental Planning. If she is available to be introduced on Thursday I will do so.

7. Assistance Logs

A few months ago the Committee requested that I prepare an Assistance Log to track our daily efforts in providing assistance to towns. I have enclosed a draft of what that would look like. I can explain the intricacies of that at the meeting. I have also enclosed our weekly timesheet that we use to bill our time to specific contracts. All of these are interrelated in some way.

Other

Next meeting: