

**MINUTES
EXECUTIVE COMMITTEE**

SOUTHERN MAINE REGIONAL PLANNING COMMISSION

**9:30 AM
March 13, 2008**

In attendance were: SMRPC Executive Director Paul Schumacher, Robert Heard, Vice Chairman (Acting as Chairman), Richard Bicknell Treasurer, Mike Huston, Wallace Reid, Joyce Wood, Nancy Perkins, and Sandra Mowery.

Absent were: Peter Morelli Chairman, James Gulnac, Judy Bernstein, Roxanne Eflin, Chester Chapman, Greg Tansley, John Wood..

1. Minutes of the January 9th Meeting

Mike Huston wanted to amend the minutes as Article #5 stated John Huston when it should have read John Wood. Motion was made by Mike Huston to accept minutes with the correction and all were in favor. Motion passed unanimously.

2. Treasurer's Report:

Paul Schumacher reported that we are two-thirds through the year and looking good. Mike Huston asked if the grant amount would get smaller and Paul said; "no" because monies will come in and then go out again. Robert Heard stated that the grant money is affecting the % in the budget. The budget looks huge because of the grant dollars. Discussion was how to set up a separate account for grant monies. Sandra Mowery stated that the grant monies were not part of SMRPC's operating budget and maybe should not be listed. Mike Huston stated that if we show expenditures, then we have to show income on the other side. Richard Bicknell asked if SMRPC was getting any of this money for operating costs and Paul said, "yes." Paul Schumacher explained that internally, we do have a separate operating budget showing expenses. Paul stated that having a large budget might look good when the Federal agencies want to see how much money we are handling. Robert Heard suggested a separate line for grant. Richard Bicknell stated that all we need to know is if we can make payroll.

Robert Heard asked if project budget for Brownfields was a loan or grant? Chuck Morgan explained that it's both, a grant and a loan. Grants are to municipalities and Loans are for private sectors. Motion was made by Mike Huston to approve the treasurer's report with note of discussion of this meeting and seconded by Nancy Perkins.

Nancy Perkins asked about smaller projects that SMRPC handles, who needs to know about them? Paul stated that the Executive Committee should know about them, that at the beginning of each year, he outlines them for the committee, but if a

smaller land use projects (\$1,000) comes up within the year, he doesn't notify the committee, but larger projects he notifies the committee.

Chuck Morgan stated an example: HUD gave some monies to a homeless project. They called Community Development for an environmental review, which then called SMRPC to do the review in the York County area, with a budget of about \$2,500. Chuck finished this project, which took about one month, but did not tell the Executive Committee about it. Paul explained that Peg does a monthly breakdown of all SMRPC projects' income. Robert Heard asked if the internal accounting sheets could be available for their review, if needed, for all projects and Paul Schumacher stated that, "yes" they could. Robert Heard asked if at the end of the year, if he could come to SMRPC and find out how the funds were dispersed and Paul Schumacher stated, "yes." Robert Heard clarified that the Treasurer's Report was just an overview. Motion was made by Robert Heard to accept Treasurer's Report with note of today's discussion and seconded by Mike Huston. Motion passed unanimously.

3. **Brownfields RLF**

Paul Schumacher informed the Committee that a notice went out for Brownfield projects and we've received three back. A memo is attached explaining that more monies have been requested than we have available. Chuck Morgan stated that we have begun to get applications for three projects.

The 1st project is: Riverdam Mill in Biddeford, a loan for \$635,200. Will consist of asbestos removal, lead base paint and soil removal. May need more money to complete project. Richard Bicknell asked if these were private companies and Chuck said, "Yes." Private sectors get loans. This project is going to be workforce housing. There are some code issues (health issues) that need to be addressed.

The 2nd application is the North Dam Mill in Biddeford, \$178,000 loan. Again asbestos removal, lead base paint and soil recapping. These units will be UNE Housing (potentially). Start time next couple of months.

The 3rd application is for the North Berwick Mill, Caleb Foundation for \$200,000 Grant with an April or May start date. This project will be a 40 unit Affordable Senior Housing. Same issues as other two along with a small burnt-out shed. They have also requested \$200,000 from EPA, but have not been secured yet. Takes weeks for EPA to respond and decide.

We only have \$900,000 available in Brownfields RLF funds, thus a deficit of \$113,200. DEP is using funds to help out the North Berwick Mill, Caleb Foundation project. We could ask EPA to look at and assist with funding or maybe projects could be phased. Cleanup costs more than they have asked for. Will try to get dollar amounts closer. Applications have been given to Will Armitage to review.

We may secure more monies in October. Paul Schumacher again told the Committee that the loan applications go to the Loan Committee first and then to the Executive Committee for their approval. Paul Schumacher is just letting the Executive Committee know where we stand. These are good projects with some risks. The North Dam Mill in Biddeford is underway now. The North Berwick Mill, Caleb Foundation has lots of financial backing and is not that difficult. The Riverdam Mill in Biddeford has a good group of people behind them. They are keeping the Biddeford Town Council aware of our work. Chuck Morgan stated that timing is an issue. The developers have lots of experience.

Joyce Wood asked about Sanford, did they apply?" Chuck Morgan told her that again timing was not good. Maybe when we get monies back, they'll be ready. Joyce Wood asked if we were still accepting applications and Paul Schumacher told her no, not until we get monies back, but maybe it would be a good idea to have some as backup. Sandra Mowery asked when loans would be paid back. Paul Schumacher stated not beyond 10 years, the Loan Committee decides. Chuck Morgan stated that some repayments could be balloon payments. If a sale, we get reimbursed. Richard Bicknell stated that what would be helpful to him is if we could provide a flow chart. Would we make money out of this and if so, how much? What do we do to process applications? Paul Schumacher informed the Committee that we have a flow chart now. Robert Heard asked if the Committee could see it. Chuck Morgan explained that there are three parts to the process. 1st: Physical part: getting the information together. 2nd part: Environmental: what we remove for contaminated materials and 3rd making sure the developers do what they say. We also send the paperwork to DEP/EPA to be informed of their part of the project.

Robert Heard stated that the three projects are using all of our funds. All are in Southern Coastal areas. Have we gotten any other applications? Paul Schumacher told him, "no." Robert Heard asked if we were pushing anyone out and Paul Schumacher stated, "no." Robert Heard asked about the Robinson Mill in Parsonsfield, could that be a project and Paul said, "possibly, but no application yet." Robert Heard stated that we're not done the process yet and already have three applications, and using all of our funds, but maybe others don't know about it yet. Chuck Morgan stated that the projects are very specific. We still accept applications, but an active project to use funds is necessary.

Robert Heard stated that the larger towns have people to look into applying for applications and projects, but smaller towns do not. Paul Schumacher agreed. We don't have the money to have someone work with towns to do this. It's a very complicated process. Paul thought maybe he could arrange to go and sit with towns and work more closely with them. Robert Heard stated that smaller towns are slow in this process. Paul mentioned that he had thought of going to Bangor Savings Bank and asking for their assistance. Nancy Perkins explained that rural areas have part-time workers. How do you get information to them? Paul suggested that he

could setup a meeting with the Board of Selectmen in smaller towns. Chuck Morgan stated that some smaller towns have potential, but no one to drive it. A project manager would be needed. Joyce Wood asked about the 12-town group, could they hire SMRPC to help them? Paul thought this was a great idea. Robert Heard thought he should get more involved in the 12-town group also.

4. Salary Survey and Recommendations

Paul Schumacher explained that John Wood was handling most of this information and now was out sick and really didn't know where to go with it. He felt that we weren't ready to make any decisions. Sandra Mowery stated that John had wanted to go across the board with an 8% increase, but she felt that some of the numbers were already close to the National figures. She realized that SMRPC hadn't received an adjustment in pay in 8 years, but felt that a percentage raise should not be the way to go; it should depend upon the person and the experience. She felt a range of salary would be more in order. Richard Bicknell asked if we were competitive and could we hire good people. This should be the basis of salary amounts. Sandra Mowery agreed, but thought that at time of hire, we start salary low and then after two years of working on job, we increase. Robert Heard stated that we should have a concrete proposal. Sandra Mowery stated add 8% on top, then have a range to decide experience and qualifications. Robert Heard stated that at present most towns only give cost of living – no merits. Sandra Mowery apologized as she had all this information in an easy format, but forget it all. Richard Bicknell asked if this was going to be a pay scale and Robert Heard stated, just a format. Richard Bicknell stated that this was Paul's job. He should decide how much to pay. Robert Heard stated that he really needed to see this information on paper and asked to bring up at next meeting. Sandra Mowery stated that she would get the sheets together. Sandra Mowery stated that some employees do two jobs within one job description; it's hard to compare with other town's who use the same description, but different duties. Joyce Wood asked if SMRPC employees get benefits and Paul Schumacher stated, "yes." Richard Bicknell asked Paul Schumacher was there something preventing him from paying more money and Paul explained that there was not always money in the budget to do so. He explained that lately SMRPC was doing better financially and hopefully doing it again next year. Sandra Mowery stated that a range in salary needed to be established even without the money available. Nancy Perkins stated that we should be using the local salaries, not National salaries for comparison. Robert Heard asked that we get the local salary numbers and then present a proposal. Sandra Mowery will get paperwork together and send along. Robert Heard stated that if we have a proposal and range of salary at budget time, then we would have to budget for that amount. Mike Huston stated that we are government. If towns want our services, then they have to pay for them. It was agreed that this issue would be addressed at next meeting.

5. Regional Projects

Paul Schumacher spoke about the So Berwick/Eliot/Kittery Project. Richard Bicknell was not familiar with this and Paul Schumacher explained that it was a 6 or 7 town Economic Development Project, which has since died.

SMRPC did a State grant for Regional Assessing. Would be handled in one location. Towns are interested in it. We could save costs if we ran the organization from our office. We will see if we get the grant. Robert Heard stated that his town would be interested in this as they were not pleased with the revaluation they got.

Other Regional Projects are:

Mount A.,
NH Bi-State Economic Development,
Coastal Zone (Biddeford/Saco/OOB): Climate changes and sea level changes.
Traffic Incident Management Group (Tom Reinauer): Turnpike and EMA
Hazardous wastes drills. .

6. Other

Annual Meeting – Where and When. Between 70 – 80 people. Committee made suggestions as to where, see below:

- *** Seadogs, So Portland
- Bull N Claw, Wells
- Captain’s Galley, OOB
- *** SpringHill, So. Berwick
- *** Biddeford (Anything)
- Stone Mountain Performing Art Center, Brownfield

Paul Schumacher suggested we decide at next meeting.

Economic Development District – on track. They were instructed to “just get it done.”

Shoreline Explorer Annual Report was distributed.

Next meeting – Tentative Thursday April 10, 2008