

## AGENDA

### SOUTHERN MAINE REGIONAL PLANNING COMMISSION

#### EXECUTIVE COMMITTEE

April 29, 2010

Anderson Learning Center,

21 Bradeen St.

Springvale, Me.

**(Meeting will be upstairs in SMRPC Conference Room)**

9:00 AM

#### **1. Minutes of March 18<sup>th</sup> Meeting**

*The minutes for the March meeting are enclosed.*

#### **2. Treasurer's Report**

*The Treasurer's Report for March is enclosed (including Brownfields information).*

#### **3. Brownfields Application**

*The town of Kennebunk plans to come in with an application for \$160,000 in petroleum grant funds (as opposed to Hazardous Waste Funds) for the remediation of a service station in downtown Kennebunk. There are a few wrinkles in the application which we can go over during the meeting and any approval will need to be contingent upon the town actually purchasing the site. I wanted to get this scheduled as there are some deadlines involved. I have enclosed the application material. Town Manager Barry Tibbetts will be present to present the proposal. We have up to \$400,000 in petroleum grant/loan funds available and these funds seem to be the most difficult to disburse.*

*The staff feels this is a worthwhile project to fund. A discussion with the applicants should help clarify the project.*

*Unfortunately we did not get our Brownfields Coalition Grant for one million. This will limit our ability to do assessment work in the coming year.*

#### **4. Billing Rates**

*At a prior meeting we discussed our current billing rates, and what is possibly a more suitable billing rate based on what is done in the private sector and by other planning commissions. I have enclosed what are actual cost structure is if we were to bill according to that cost. I might suggest an increase to \$75 for Senior Staff and \$65 for Junior level staff.*

#### **5. 2010/2011 Budget**

*I have attached the proposed budget – although we may have to wait for one additional meeting before the final figures are in. I am trying to figure out staffing issues as Jamie has now gone to a 20 hour per week role, and we are unsure about land use activity in the upcoming year. At this point you will notice a big difference between revenues (843k) and expenditures (750k or so).*

*On other matters I would like to provide a 3% pay increase as no one received a pay increase last year. This is most affordable at this point. We will also receive about 30k from Dept. of Economic and Community Development to fulfill some contractual obligations with that office. We are hoping to possibly round this out to a more than half time position. Our one million dollar Brownfields grant did not pan out (which we had planned to use that for).*

*On the expenditure side the costs are fairly constant. Again the issue will be staffing. By the third week of May we will need a final budget approved to send to the Annual Meeting.*

#### **6. Economic Development District Update**

*The move towards getting an EDD for SMRPC continues. All the EDD's met in Augusta on 4/15 with consultant Frank O'Hara. Boundary changes were discussed and recommendations were made. As you know we would like to have our own EDD with our Oxford County communities included. There is no opposition to this at this point (AVCOG is in favor as well). The only issue of possible contention is where Baldwin may fall as far as a new EDD goes. It's in our district but actually in Cumberland County.*

*The idea is to have recommendations by May 6<sup>th</sup> and have a letter from the Governor by June sometime which will be sent to EDA with these recommendations.*

## **7. Annual Meeting**

*The Annual meeting is set for Wednesday, June 9<sup>th</sup> at 5:30 at the same venue as last year. Habib Dagher is not available unfortunately. I am discussing with staff some other possibilities and will bring those to the meeting on Thursday.*

## **8. Board Nominations**

*We need nominations to be set for the Board. Anybody wishing to change their present status should let us know at the meeting. I have enclosed the current list of Board members.*

## **Other**

Next meeting :