

**MINUTES
EXECUTIVE COMMITTEE**

SOUTHERN MAINE REGIONAL PLANNING COMMISSION

**9:00 AM
January 14, 2010**

In attendance were: SMRPC Executive Director Paul Schumacher, Chairman Peter Morelli, Treasurer Richard Bicknell, Secretary Joyce Wood, Nancy Perkins, Mike Huston, Roxanne Eflin, Ken Burford, Gerry Mylroie, Dave Bowles and Chuck Morgan ED Director.

Absent: Robert Heard - Vice Chairman, Greg Tansley, Jan Williams, Judy Bernstein, Robert Heard, and Jim Gulnac.

Also present were: Peter Sherr, P.E. of Ransom Environmental Consultants and South Berwick's Town Manager John Schempf.

1. **Minutes of the November 12th Meeting**
Motion was made to accept the minutes as given. *Minutes were unanimously approved.*

2. **Treasurer's Report:**
Motion was made by Mike Huston to accept the Treasurer's Report with the guidelines of breaking down the revenue and expenditures of Brownfields' loans. Breakdown to be discussed at next meeting. Motion was seconded by Joyce Wood. *Treasurer's Report was unanimously approved.*

Discussion: We are about 50% into the fiscal year and doing well. Was asked if the State funds were secure and it was decided that "Yes, they were." Next year may have more funds from State (Coastal monies), as some are using these funds for non-coastal projects and were told to stop.

Last night – County Budget meeting was held for outside agencies (Water & Soil, Community Action, Cooperative Extension, etc.) getting funded. Paul represented all agencies and presented to the committee. Outcome appeared to be positive and agencies to remain in budget. There appeared to be a genuine support to SMRPC's \$26,000. Still has to go to Public Hearing.

Appears letters to towns for a 3% increase in dues was received well. Still needs to go to town's budget meetings for final allocation.

Was strongly felt that the Brownfields revenues and expenditures should be broken down more. Should show SMRPC's share.

Revenue and Expenditures from the North Dam Project should also be a separate breakdown for clarification. Interest income is being put into an Interest Bearing Account to help subsidize administrative costs. Repayment to Feds of Revolving Loan Funds are not required and should be re-loaned.

3. Brownfields Grant:

Discussion: Town Manager John Schempf and Peter Sheer from Ransom Environmental Consultants were present to discuss the South Berwick's reconstruction project of St. Michael's Church into a Library. The project consists of a 2.1 acre piece of land in the middle of town adjacent to the So Berwick Elementary School with athletic fields and parking for businesses. Future possibilities of elderly housing.

Because South Berwick purchased the property for \$800,000 prior to completing Phase I (Assessment of environmental hazards), it created an environmental liability and does not meet the criteria for the grant. To fix this situation, the Town plans to establish a municipality non-profit entity (South Berwick Re-Development LLC) and maintain full control of the property to meet requirements of grants and eliminate any contamination liabilities. It was urged that Paul check with our attorneys.

The town's plans are to reconstruct this building (Library) into a Green Building with public benefits.

Presently the Town would need an additional \$140,000 to complete project, which could be recovered by using town's manpower, equipment and town labor. Total project would have a short-fall of about \$30,000.

Mike Huston made a motion and seconded by Peter Morelli to approve a grant in the amount of \$200,000 for the removal of asbestos, lead paint and mold from interior of a former church in South Berwick contingent on the Town of South Berwick creating an appropriate non-profit entity closely related to the Town of South Berwick municipal government. Paul Schumacher and Chuck shall review the articles and certify to the Board that such entity exists prior to disbursement of grant funds. If this hasn't occurred by 8/1/10, grant shall lapse and needs to come back to the Board. Record to show: Entity can be new or existing. Motion was unanimously approved.

4. Executive Directors Report

Chuck spoke about the Mill at Saco Falls in Biddeford. A mixed income housing facility located on the river next to MERC. Project did not get funding from us, as they got it through MESHHA.

Paul was asked to get a report on other Regional billing rates and private consultants, but it is not done yet.

The Board made a move to extend their gratitude to Julia for the great job she's done while working with SMRPC. Her last date of employment is Friday, January 22nd.

Health increases and salaries – Paul explained that no raises were given last year. MMA has now increased our insurance rates by 10%. SMRPC pays about 70% of family coverage right now, but with increase in rates, staff's take home pay has decreased by \$10.00 to \$20.00. Board had discussed salary increases mid-year, but it is not felt that we are in the position to do so. Paul would like to set up a Personnel Committee to look at benefit package and salaries for the next month or so.

Employee-At-Will form. Discussion: The Representative on our Liability Insurance Representative requires that we establish an Employee-At-Will into Personnel Policy.

Motion was made by Gerry to accept and place Employee-At-Will into our Personnel Policy and it was seconded by Ken. Unanimously approved.

Hype Of York County. Discussion: Hype Of York County, a partnership with York County Community College just received a \$1,500 grant and would like SMRPC to handle the bookkeeping/record keeping responsibilities on their behalf. Check writing would also be our responsibility. Questions arose as to what types of liability we may incur. Discussion of maybe assisting for a six month period and then turning them loose, that it would be a learning process. Others felt that if the group could locate a grant, then they could also get their own 501C 3 classification. It was strongly felt that accounting was not part of SMRPC's services and that we should not get involved.

Motion was made to allow Hype of York County to make use of SMRPC as their bookkeepers for no more than a six month span and seconded by Roxanne. Vote of 3 In Favor, 5 Opposed and 1 Abstained (Peter Morelli, as member of group is a friend). Motion was defeated.

5. York County Advocacy Project

No action needed, just informational. We are moving forward. Folks are very involved. Have a meeting on 1/28/10. Met in Saco on 12/10/09, see attached minutes. 50 – 60 people present. There will be no lobbying done (legal or non-legal). Issues went to legislatures. Will be meeting 1x/month about legislative issues. An agreement has been made with Maine Tomorrow. The towns are getting their bills and Paul is calling each to explain with very positive outcomes.

6. Other

DECD Position – Paul will keep Board up to date. With DECD funding, employees will contract with us.

LD 1389 – Next week. SMRPC is a separate entity from the Economic Development District. We met the criteria. We are very comfortable with this outcome.

Regional Efforts – Quality of Place. State Planning Office (Regions/County). Seven different definitions.

2010 Census – Jamie passed out some freebees to the Board.

Bill about Bonding Authority/Source. Possibly LD 1530. Paul got an e-mail that it was available through Feds. FAME is taking 50% off the top from counties. If we do not have projects by June, they will take the rest of the money. We need to act quickly to avoid losing these funds. Paul to send e-mail to the Board.

Next meeting – February 25th