

**REGIONAL EFFICIENCY GRANT WORKGROUP
MEETING MINUTES
SOUTH BERWICK TOWN MANAGER'S OFFICE
Thursday, March 15, 2007
3:00 PM**

ATTENDEES

Berwick: Keith Trefethen, Town Manager.
Eliot: Jack Murphy, Chairman of Board of Selectmen.
Nelson & Doyle: Craig Nelson, Consultant.
North Berwick: Dwayne Morin, Town Manager.
So. Berwick: Jeffrey Grossman, Town Manager, Roberta Orsini, Executive Assistant, Dennis Fontaine, Alternate, Jim Fisk, Town Planner, and Sue Roberge, Council Chairman.
SMRPC: Chuck Morgan, Economic Development Specialist.

NOT IN ATTENDANCE

Eliot: Dan Blanchette, Administrative Assistant to the Selectmen.
Kittery: Jonathan Carter, Town Manager and Glenn Shweary, Town Council Chairman.
Wells: Jane Duncan, Town Manager.
York: Rob Yandow, Town Manager.
York Chamber: Cathy Goodwin, Ex-officio.

Susie Scott (Administrative Assistant) was taking minutes.

APPROVAL OF MINUTES

1. Regional Efficiency Grant Workgroup 2/15/07: Motion by Mr. Morin to approve minutes with corrections, passed unanimously.

CORRESPONDENCE

- none.

OLD BUSINESS

1. **Mr. Morgan presented a regional map with inclusion of overlays and parameters for potential Industrial and/or Commercial Zones:**

Map details:

- Land available for an industrial park.
- Natural Constraints: wetlands and other non-buildable lots.
- Water and Sewer service.
- Aerial photography to indicate existing structures and infrastructure.

Map updates to include:

- Potential commercial zones (hi-lighted in different color).

Mr. Morgan requested members to email any changes or updates to the map.

In discussing the history of FirstPark, Mr. Nelson addressed the impacts of layout sites and a possible mixture of industrial and commercial business for the park. This industrial/commercial combination could possibly be better marketed together.

NEW BUSINESS

1. Review draft Legislation for Regional Development Authority prepared by Craig Nelson:

Mr. Nelson stated that the state budget is to be created by the end of June.

Review Breakdown:

Section 1: _____ Regional Development Authority established; incorporation; purposes.

Define region possibly listing potential towns with eligible voting members. Identify potential or multiple sites.

Section 2: General powers granted to the authority. Reviewed.

Section 3: General body; general assembly; executive board.

- General Assembly: Similar to a super-municipality or a county-government in effect. Each community would have a representative based on individual town valuation. Each community entitled to 3 representatives; first representative would be assigned initially and additional members per a 5-increment valuation. RDA can adapt model for more flexibility. Each community would choose how to appoint its own members.
- Executive Assembly: Elected officers to include a president, vice president, treasurer and secretary.

All members would be updated on a monthly basis.

Section 4: How financed: A percentage of existing valuation per given year. Avoids going back to the legislature which ensures flexibility for ever-changing valuation while avoiding having to alter the charter. Does not cause any problems with bonding agencies. Assists in spreading the risk and lowering dollar risk for each community.

Short-term borrowing to be determined by the Board.

Long-term borrowing to be determined and approved by the Authority and voted. Voters can petition and put vote to a referendum.

Section 5-8: Reviewed.

Section 9: Agreements for financial assistance authorized.

The RDA would have the ability to accept grants: i.e. CDBG.

Section 10: Annual reports and budget; levy of taxes.

The Committee agreed to the fiscal year as July 1 to June 30. Important to keep all members informed. A Town Meeting form of government could be used. Reports could be included in town reports. The budget is completely separate as to make it a tax assessment.

Section 12: Dissolution.

Once the park is built out and the debt is paid there would be no reason for the Authority to continue. The Interlocal agreement and tax sharing would continue.

Section 13: Other cities and towns may join; procedure for withdrawing from the authority.

For communities that want to join after the fact: Current authorities to decide conditions for which a community could join, and then decide in favor for or against. The process would be clearly identified.

Section 14: Emergency Clause. Noted.

Committee members discussed the potential of 60 or so communities in 2 counties could potentially be a part of the park.

Job creation is key. The number one issue for an employer no matter what type of business is "Workforce". Labor Force: 70% of Maine employees live within 15-20 miles of the interstate corridor. A weakness of State studies is the need to develop more expertise in demographic studies for employee workforce.

Interlocal Agreement: A lot of variables involved. An Agreement would be between the town where the park is located and the remaining member towns.

The Draft Legislation and Interlocal Agreement are needed to present to elected officials/selectmen of each participating town. Combine for joint approval.

2. **Review Brochure:** The brochure illustrated a type of publicity that could be used as an introduction to town selectmen and elected officials as to current manager's work. Possibly mail to communities within all of York County to determine a possible member

group. Committee members to possibly make a 15-minute presentation to the Northern York county group which meets on a monthly basis.

3. Agenda for next meeting - Items to be discussed:
- Cathy Goodwin: Brochure follow up.
 - Chuck Morgan: Updated maps.

Dates & Times for Upcoming Meeting:

4/12/07 – 3:00 PM Regional Efficiency Grant Workgroup
Location: South Berwick Town Manager’s Office

Motion by Mr. Trefethen to adjourn the meeting without objection at 4:12 pm, passed unanimously.

ATTESTED: _____

**Susie Scott,
Assistant to the Director of Planning & Economic Development**