

**REGIONAL EFFICIENCY GRANT WORKGROUP
MEETING MINUTES
SOUTH BERWICK TOWN MANAGER'S OFFICE
Thursday, July 19, 2007
3:00 PM**

ATTENDEES

Berwick: Keith Trefethen, Town Manager.
Eliot: Jack Murphy, Chairman of the Board of Selectmen.
Kittery: Glenn Shweary, Town Council Chairman.
Nelson & Doyle: Craig Nelson, Consultant.
So. Berwick: Jeffrey Grossman, Town Manager, Roberta Orsini, Executive Assistant,
Jim Fisk, Town Planner and Dennis Fontaine.
SMRPC: Chuck Morgan, Economic Development Specialist and
Paul Schumacher, President.
Wells: Mike Huston, Town Planner.

NOT IN ATTENDANCE

Eliot: Dan Blanchette, Administrative Assistant to the Selectmen.
Kittery: Jonathan Carter, Town Manager.
North Berwick: Dwayne Morin, Town Manager.
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 6/20/07: Motion by Mr. Trefethen, second by Mr. Murphy to approve minutes, passed unanimously.

CORRESPONDENCE

- none.

OLD BUSINESS

1. Discuss Grant Match:

Mr. Grossman discussed the grant match requirement. The RKG study was not approved for matching funds. Mr. Schumacher stated that the regional market analysis is related to this grant, and the RKG study was being completed as the grant was in the approval process. Mr. Schumacher drafted a letter to SPO. Mr. Grossman will follow up with a letter to the SPO to clarify that reimbursement was not being requested.

NEW BUSINESS

1. **Discuss/Take Action on SMRPC Bill: Mapping.**

Motion by Mr. Trefethen, second by Mr. Murphy to approve the SMRPC invoice, passed unanimously.

2. **Review Joint Workshop with Municipal Officers & Craig Nelson's memo of July 12, 2007:**

Craig Nelson discussed the following points that were raised at the June meeting:

- Beginning Process: Creation of an authority, with studies and commitments, and then present proposal at individual town meetings or complete in-depth market and feasibility studies and then come up with a plan with possibly more than one site, and go back to the individual communities with a longer-term plan.
- Concern regarding site location and access specific to congestion on Route 1.
- Issue of the workforce being the #1 issue for prospective employers. One cannot assume the workforce is there. The State doesn't have a clear understanding of workforce trends. The workforce for this project would be based in Southern Maine and New Hampshire. Fees associated with completing a workforce study to be researched. A workforce study would assist in determining the types of businesses that the project would need to attract. A market strategy could focus not only unemployed but underemployed and/or those who might want to not commute to Boston, etc.
- An issue that did not come up in the forum but in earlier meetings related to inter-local agreements. The Committee discussed developing an agreement in order to facilitate studies and planning for a project without an authority. The legislative timeline for creating an Authority would follow submission of a bill request to the Legislature no later than September 2007, for which sponsors with local legislatures would need to be secured. The bill would then go before the Legislature in January 2008. Timeline for planning purposes.
 - Create an Authority: Communities might make a more modest investment. Towns could commit to be part of the Authority without committing to the bonding. Towns would make long-term commitments at a later date.
 - Go back to communities with package plan including the approach of creating an Authority with minimal financial commitments. There would be a 2-part funding mechanisms: Joining Authority with a budget dedicated for planning and studies after which concrete plans would be presented to communities. Or individual communities would commit only after an Authority had been formed. The Authority would maintain paid staff or shared community staff. Creation of a description of a potential region listing communities that could join. The Committee needs to make a decision by September to create an authority. Mr. Nelson will provide Mr. Grossman a cost estimate for legislative action.
 - 18 months to spend grant monies.
 - Costs associated with the Regional Industrial Park model: Cost.
 - Information to be provided to participating communities for follow up and action.
 - Housing inventory. Feasibility study.

Steering Committee members will discuss the regional park with their respective town representatives during the next month, and feedback will be discussed at the August meeting.

OTHER

- none.

Dates & Times for Upcoming Meeting:

8/16/07 – 3:00 PM Regional Efficiency Grant Workgroup

Location: Town Manager's Office, South Berwick

Motion by Mr. Trefethen, second by Mr. Murphy to adjourn, passed unanimously.

Meeting adjourned at 4:07 pm.

ATTESTED: _____

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