

**REGIONAL EFFICIENCY GRANT WORKGROUP
MEETING MINUTES
SOUTH BERWICK TOWN MANAGER'S OFFICE
Thursday, August 16, 2007
3:00 PM**

ATTENDEES

Eliot: Jack Murphy, Chairman of the Board of Selectmen.
Nelson & Doyle: Craig Nelson, Consultant.
SMRPC: Chuck Morgan, Economic Development Specialist.
So. Berwick: Jeffrey Grossman, Town Manager and Jim Fisk, Town Planner.
SMRPC: Chuck Morgan, Economic Development Specialist.
Wells: Mike Huston, Town Planner.

NOT IN ATTENDANCE

Berwick: Keith Trefethen, Town Manager.
Eliot: Dan Blanchette, Administrative Assistant to the Selectmen.
Kittery: Jonathan Carter, Town Manager and Glenn Shweary, Town Council
Chairman.
North Berwick: Dwayne Morin, Town Manager.
SMRPC Paul Schumacher, President.
So. Berwick: Roberta Orsini, Executive Assistant and Dennis Fontaine.
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

Minutes to be tabled for the next meeting.

CORRESPONDENCE

1. Letter to Jeremy Caron re: Grant match: Received in agenda packet: Received.
2. Response from Jeremy Caron: Received in agenda packet: Received.

OLD BUSINESS

- none.

NEW BUSINESS

1. **Discuss topics outlined in Craig Nelson's August 8th memo: (Draft Legislation dated 3/15/07).**

Craig Nelson discussed the need to draft a bill for legislation to be submitted by the end of September. Mr. Nelson discussed creating two separate bills: First bill - Legislation to create the Authority. Second bill – Inclusion of minor amendments to allow for flexibility to the statute including clarification of revenue sharing, mechanisms for towns to approve multiple sites with multiple agreements, etc.

Committee to agree to the following points:

- Name of Authority.
- Listing of eligible communities. Discussion of setting a minimum number of communities to participate. Name 6 or 7 participating communities with a clause to keep membership open ended.
- Involvement of an Authority in Affordable Workforce Housing.
- Method to allocate seats on the Board, revenue and tax sharing. Equal divination between all participating communities as opposed to valuation. Cap membership at 18 with 2 permanent members per community with 1 alternate. Working committees could be created outside the Authority and would be comprised of Board members and community members at large. List 3 options for membership: Municipal Officer, professional staff and public member. Equal votes/equal share of expenses and revenue sharing for host communities.
- Drafting legislation: In response to communities' concern about borrowing limits, need to clarify use of valuation method. Valuation percentage to be self-adjusting to encourage the ability to borrow. 1% of the valuation. As valuation goes up, the limit goes up. Craig Nelson to use the method with the 1% figure. Chuck Morgan to provide valuation figures at the next meeting. Cap to be no greater than 1% to maximize indebtedness.
- Major change to legislation model: Create two phases including the Planning and Development phases. First phase, Planning would have limited costs for staffing. Second phase, Development would involve a separate vote by each of the towns to commit to project development.
- Revenue Sharing: Add 2 provisions to allow for flexibility in the future.
- Fiscal Year: July 1 – June 30.
- Assessment: Twice a year during the Planning phase and on a quarterly basis for the Development phase.
- Formula for allocating operating expenses for the Authority to remain equal.
- Minimum number for community involvement in an Authority: Inclusion of an effective date provision and a set minimum of 2 participating communities.

Craig Nelson to draft legislation for further review at the next meeting.

2. **Discuss Affordable Workforce Housing and TIF's in Maine:** To be discussed at the September meeting with more Committee members present.
3. **Discuss Kennebunk Saving Bank Grant opportunity:** To be discussed at the September meeting with more Committee members present.

OTHER

- none.

Dates & Times for Upcoming Meeting:

9/20/07 – 3:00 PM

Regional Efficiency Grant Workgroup

Location: Town Manager's Office, South Berwick

Meeting adjourned at 3:57 pm.

ATTESTED: _____

Susie Scott,

Assistant to the Director of Planning & Economic Development