

EXECUTIVE COMMITTEE
MINUTES

SOUTHERN MAINE PLANNING and DEVELOPMENT COMMISSION

9:00 AM- 10:30AM

April 24, 2025 (in person and via ZOOM)

In attendance: Keith McBride (Chair), Jan Williams (Vice Chair), Tracey Desjardins, Erin Moriarty, Katie Haley, Chris Osterrieder, Karla Bergeron-Wilcox, Marybeth Gilbert, Lindsay Gagne and Will Armitage.

Absent: Kendra Amaral (Treasurer), Brian Phinney and Justin Chenette.

Staff: Stephanie Carver, Raegan Young, Randall Davis, Deb Cyr

1. Minutes of March 27th, 2025

*A motion was made by Jan Williams to accept the minutes of the March 27th meeting as written, and the motion was seconded by Marybeth Gilbert. **Approved Unanimously.***

2. Executive Director Update

Stephanie provided the following updates:

Staff Changes

Second interviews have been scheduled for our new Senior Planner position in the Sustainability and Resilience Division. We hope to fill the position in the next few weeks.

Annual Meeting Update

The annual meeting will be held on Wednesday June 11th, mark your calendar. The save the date cards will be going out in the next week or so. There will be a presentation and workshop SMPDC's work on the Southern Maine Energy Resilience Plan, a project funded through the EDA's Disaster Recovery Program.

Board membership

Kendra let us know that she is leaving the Town of Kittery and in doing so, it will leave another vacant board seat. We do have a candidate for the current vacant seat, Dylan Smith. He has been a past candidate and is interested in filling the seat. Members showed support selecting Dylan as a new board member. Also, vacancies with Kendra's departure are a seat on the finance committee, and the position of treasurer. Keith will fill this position is no one else interested.

3. Treasurer's Report

At the quarter ending March 31, 2025, the B/S shows \$4 million in Total Cash, \$511K in Operating Cash which calculates to 82 days cash on hand. \$391K in A/R, most of which is current. March P & L showed a \$255K surplus from operations. The Finance Committee reviewed the 1st draft of the budget. Revenues for the coming year look strong. A proposed budget will be presented at the next meeting for review and recommendation to the delegates.

All looks good financially for the rest of the year. Note receivables are normal.

A motion was made by Marybeth to accept the Treasurer's Report as written, and the motion was seconded by Karla. Approved Unanimously.

4. Brownfields Loan Application – 2 York Street, Biddeford

The RLF Committee met Tuesday 4/22 and voted unanimously to recommend approval of the loan with a 3% interest rate, 10-year term, and 50-year amortization.

We have lent to the Reveler Development team before, with the 30 Upper Falls Biddeford commercial project, and the Riverdam Mill housing in Biddeford. Both loans progressed normally, and we have had no problems leading to them in the past.

Marybeth had questions and concerns regarding fiduciary responsibility of the loans, rates given, and awarding of loans. Will and Raegan addressed several of her questions and Raegan offered to come in the fall and do another Brownfields 101 for the Board. Keith determined it would also be beneficial to have the finance loan committee process and procedures as an agenda item at a future meeting after annual meeting and new board member additions.

A motion was made by Marybeth to accept the RLF Committee recommendation and approve the loan to Reveler Development of \$750,000, and the motion was seconded by Tracey. Approved Unanimously.

5. LD 1359 Testimony

Stephanie has drafted testimony to support LD1359, a *Resolve to Direct the Department of Transportation to Develop Practices Regarding Public Transit*. A copy of the letter is included. The discussion was focused on whether Staphanie needs board approval to submit support on issues. As Chris pointed out the letter is consistent with our mission and sees no reason for her to ask for approval in the future. Going forward the board agreed Stephanie could make the call on when it was appropriate to testify. If Stephanie wants a second opinion she can review with Keith as the Chair but does need to ask for Board approval.

6. Strategic Plan Executive Committee Workshop

A copy of the most recent version of the mission / vision / values statement was provided for comment and additional thoughts. Stephanie asked Board members to review and let us know if there are changes, edits, comments. We will bring this back to the board at our July meeting with goals and strategies drafted.

7. Next Meeting: Our next meeting 5/22/2025.