

**EXECUTIVE COMMITTEE
MINUTES**

SOUTHERN MAINE PLANNING and DEVELOPMENT COMMISSION

9:00 AM- 10:30AM

December 04, 2025 (in person and via ZOOM)

In attendance: Keith McBride (Chair), Jan Williams (Treasurer), Dylan Smith, Tracey Desjardins (Vice-Chair), Katie Haley, Chris Osterrieder, Lorisa Ricketts, and Brian Phinney.

Absent:, Lindsay Gagne, Karla Bergeron-Wilcox, Justin Chenette.

Staff: Stephanie Carver, Raegan Young, Randall Davis, Deb Cyr and Will Armitage (SMFA)

1. Minutes of October 23rd and November 18th

*A motion was made by Tracey Desjardins to accept the minutes of the Oct 23rd and Nov 18th meeting as written, and the motion was seconded by Jan Williams. **Approved Unanimously.***

2. Executive Director Update

Stephanie provided the following updates:

Executive Committee Appointments

Brain Phinney is retiring from the City of Biddeford and therefore stepping down from the Executive Committee. Steph thanked him for his service and said she would like to convene the appointment committee before our next meeting on January 22nd.

Ogunquit Dues

Steph updated the Committee that the town land use budget increases in 2022 and 2024 failed, and the town staff has said they cannot pay the SMPDC dues this year. We are honoring earlier commitments and keeping in close contact with the staff in the hope they can come back in 2026-27 fiscal year.

Strategic Plan Update

Steph provided an update to the Committee on the status of the plan and said we are very near to having the final draft completed and will be ready for a review at the January meeting. It will be in the final format for ease of review. We will include an action to adopt the plan on the agenda but it will be up to the board to decide if further edits are needed.

3. Treasurer's Report

Randy provided a summary to the Committee. The balance sheet for October shows \$4.3 million in cash, \$647,000 of which is Operating Cash, which equates to 105 days Cash on Hand. A/R at \$493,000, a bit higher than normal but no concerns. There are no issues regarding notes receivable. The October

P/L shows a surplus of \$351,000, which is higher than prior year. We are in a very healthy position through October.

Randy shared that the Draft Audited Financial Statements has been received and reviewed by Staff and the Finance Committee. No deficiencies nor material weaknesses were identified.

We are in the final stages of the RLF Legacy defederalization. The one item needed for the Bank is minutes showing that Stephanie and Randy are authorized to sign the Bangor Savings loan documents

*A motion was made by Tracey Desjardins and seconded by Jan Williams. Stephanie Carver and Randall Davis are authorized to sign the Bangor Savings Bank loan documents for the Line of Credit in the amount of \$250,000.00. **Approved Unanimously.***

*A motion was made by Tracey Desjardins to accept the Treasurer's Report as written, and the motion was seconded by Jan Williams. **Approved Unanimously***

4. Annual Dues (Steph)

This year we are proposing an increase of 3% to the 2026 SMPDC dues to keep up with increased expenses associated with insurance, staff retention and other costs.

*A motion was made by Tracey Desjardins to accept a 3% increase to the 2026 SMPDC dues, and the motion was seconded by Jan Williams. **Approved Unanimously.***

5. Brownfields 101 Presentation (Raegan and Will)

Raegan and Will Armitage (SMFA) provided an overview of both the Assessment and Revolving Loan aspects of SMPDC's Brownfields Program.

6. Foundry 30, LLC EPA Loan- 30 Upper Falls, Biddeford. (Steph and Raegan)

The Reveler has requested to extend the I/O payments through 2026. They have been unable to find a tenant for the space, until now, they have a contract with Maine Venue Partners. They will not be booking the space until late 2026.

A motion was made by Keith McBride, for a 12-month interest only extension contingent on staff reviews and a Board update every three months during the 12-month period as needed.

The motion was seconded by Jan Williams. Brian Phinney abstained due to Biddeford implication.

Approved Unanimously

7. Next Meeting: January 22nd