

# AGENDA

## SOUTHERN MAINE PLANNING AND DEVELOPMENT COMMISSION EXECUTIVE COMMITTEE

December 4, 2025

9:00 AM – 10:30 AM

SMPDC Conference Room, Saco Island or

**Join Zoom Meeting**

<https://us02web.zoom.us/j/88278545380?pwd=6REIjyRTcKTKGRa77DfNmTiHp06Lad.1>

Meeting ID: 882 7854 5380; Passcode: 465987

### **1. Minutes of the October 23<sup>rd</sup> and November 18<sup>th</sup> meetings (Keith)**

*The minutes for the meetings are enclosed.*

**Move to accept the minutes of the October 23<sup>rd</sup> and November 18<sup>th</sup> Executive Committee Meeting**

### **2. Executive Director Report (Stephanie)**

- Strategic Plan Update- After reviewing a draft with our Consultant, we are addressing some additional edits and will present the draft plan for the board to review and comment in January. We would also like to take the extra time to put the plan into a formatted version, which will make it more concise and readable.
- Ogunquit Dues- I wanted to update folks on our conversations with staff from the Town of Ogunquit. After failed budgets in both 2022 and 2024, the town is no longer able to pay its SMPDC member dues or its contribution to support SMPDC's Sustainability program.
- Appointment Committee- We have an additional seat to fill on the Executive Committee. I would like to reconvene the appointment committee in December/January to decide on potential candidates for discussion at our January meeting.

### **3. Treasurer's Report (Randy)**

There are a few items for the Treasurer's report. We have included:

1. The accounting "dashboard" for October 2025.
2. The most recent Financial Statement from QuickBooks
3. The most recent loan activity and info

**Move to accept the most recent financial reports.**

#### **4. Annual Dues**

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.

***Move to accept annual membership dues increase of 3% for 2026.***

#### **5. Brownfields 101 Presentation (Raegan and Will)**

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

**For Information only.**

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

Foundry 30, LLC, an entity of Reveler, has a \$2,517,000 EPA RLF Loan with SMPDC, which was executed in 2023 and has been fully disbursed as of July this year. In December, the loan is scheduled to convert from interest only to principal and interest payments. Reveler has experienced delays with finding a tenant for the space and has pivoted from the initial idea of a restaurant/brewery business to an event venue. They have signed a lease agreement with Maine Venue Partners, which includes discounted rates for their first year in the space. This is normal for venue operators, given the need to book out one to two years in advance.

That said, Reveler has requested a term amendment to allow for some leniency on fulfilling the debt service through the next year, given that their revenue is far less than projected. We have been in conversation with the primary lender, Kennebunk Savings Bank (KSB), and plan to be in alignment with their allowances. We would like to propose a three-month interest-only extension to allow for time to negotiate with Reveler and KSB and come to a consensus on terms through next year. We would expect to come to the Executive Committee in January with a final proposal.

**Action: Move to approve a three-month interest only extension for Foundry 30, LLC on their \$2,517,000 EPA RLF Loan, to end February 28, 2026.**

#### **7. Other News or Updates**

Next meeting scheduled for January 22<sup>nd</sup>.

**EXECUTIVE COMMITTEE  
MINUTES**

**SOUTHERN MAINE PLANNING and DEVELOPMENT COMMISSION**

**9:00 AM- 10:30AM**

**October 23, 2025 (in person and via ZOOM)**

**In attendance:** Keith McBride (Chair), Jan Williams (Treasurer), Dylan Smith, Lindsay Gagne, Katie Haley, Chris Osterrieder, Karla Bergeron-Wilcox, Lorisa Ricketts, and Brian Phinney.

**Absent:** Tracey Desjardins(Vice-Chair), Justin Chenette.

**Staff:** Stephanie Carver, Raegan Young, Randall Davis, Deb Cyr, and Amy Grommes Pulaski

**1. Minutes of September 25, 2025**

*A motion was made by Karla Bergeron-Wilcox to accept the minutes of the Sept 25th meeting as written, and the motion was seconded by Chris Osterrieder. **Approved Unanimously.***

**2. Executive Director Update**

Stephanie provided the following updates:

Executive Committee Appointments

Stephanie welcomed SMPDC’s new Executive Committee member Lorisa Ricketts from the City of Sanford. She said there is still one additional vacancy to fill and will revisit this process in the new year.

Government Closure Update

At this point, the federal government’s closure has most significantly impacted our ability to invoice for EDA and JLUS funding. However, with many of our federal stakeholders and funders now furloughed, progress on some projects will likely slow down. Fortunately, we have a good balance of state and local projects to counterbalance this impact for now.

SMPDC Webinars and Conferences

On October 14<sup>th</sup> SMPDC held a zoom webinar titled “From Plans to Porches: Let’s Talk About Housing Tools.” The webinar walked through a toolkit produced by SMPDC, which details transfer of development rights, fractionalized units, varied unit subdivisions, and density bonus programs. The webinar had local examples highlighted with interviews with municipal staff. A recorded version of the webinar is available [here](#), and we have included the toolkit in your packet. If your towns are interested in these tools or others, please reach out to us.

SMPDC Legislative Webinar

SMPDC will host a webinar covering new legislative updates enacted in the last session of the Maine Legislature. Guidance will cover LD 1829, LD 427, LD 997, LD 970, LD 1184, and LD 1655. Registration

and more information can be found on our website. Additionally, the State has opened public comment on the draft rulemaking for LD1829, LD997, LD427. Our website provides a direct link to the proposed rules, and information on providing comments. The deadline for comments is October 31st, 2025.

#### Southern Maine Climate Action Workshop

On November 12<sup>th</sup>, SMPDC will partner on a second annual Southern Maine Climate Action Workshop with UNE.

#### York County Managers' Meetings

A reminder to everyone that SMPDC hosts a monthly meeting of York County Managers that includes representatives from each of our congressional offices, MMA, and the County. This is a great opportunity to share with other managers and staff, as well as receive updates on legislative activities.

### **3. Treasurer's Report**

Randy provided a summary to the Committee. First quarter of the year, the B/S looks good. Total Cash 4.25 million, \$605K in Operating Cash. A/R is at 621K, on the high side as projects JLUS and PL24 25 are wrapping up. P/L shows \$428k in surplus at the end of September, high partly due to the deferred revenue of Kennebunk River Study. Currently there are no great concerns with the government shutdown, as cash balances are up. Audit begins next week, and we are ready.

*A motion was made by Chris Osterrieder to accept the Treasurer's Report as written, and the motion was seconded by Karla Bergeron-Wilcon. **Approved Unanimously.***

### **4. Brownfields RLF Loan Request- 3 Lincoln Street, Biddeford (Former MERC Site) (Raegan)**

SMPDC has received a new EPA Brownfields Revolving Loan Fund application from Fathom Companies requesting a \$1.6 million loan, with an overall project commitment of \$3 million in funding for the clean-up and remediation of hazardous building materials and soil management at 3 Lincoln St, formally the old MERC waste to energy plant site. The proposed development includes four buildings: a 52-unit condominium, an 89-unit condominium, five townhomes, and a mixed-use building featuring a restaurant space. The site design incorporates shared green space between the buildings, a pedestrian-friendly shared street, and designated parking areas. The RLF committee recommended approving the loan. Will provided information regarding the loan, in that it is different from previous loans. Proposed is 16 months' interest only, full pay out in three years to align with the projected revenue from the sale of the condos. The Committee discussed that the housing market in the region is still high and can currently support these additional units. After a motion there was further discussion. It was asked whether there will be any affordable housing units. The project doesn't include any deeded affordable units. Fathom is still in the process of getting all the approvals from the City of Biddeford.

*A motion was made by Chris Osterrieder to accept the Brownfield RLF Loan as written and recommended by the RLF Committee, and the motion was seconded by Karla Bergeron-Wilcon. **Approved Unanimously.***

5. **Next Meeting:** Stephanie told the Committee that the next meeting was now scheduled for 12/04/2025 because the regular November and December meeting times fall on the holidays.

DRAFT

**EXECUTIVE COMMITTEE  
MINUTES**

**SOUTHERN MAINE PLANNING and DEVELOPMENT COMMISSION**

**1:00 PM- 1:30PM**

**November 18, 2025 (in person and via ZOOM)**

**In attendance:** Keith McBride (Chair), Jan Williams (Treasurer), Tracey Desjardins (Vice-Chair), Dylan Smith, Lindsay Gagne, Chris Osterrieder, Lorisa Ricketts, Karla Bergeron-Wilcox and Brian Phinney.

**Absent:** Justin Chenette Katie Haley.

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

**1. EDA RLF Program (Award number 01-79-14453)**

Randy discussed that we have been looking at defederalizing the Legacy EDA RLF loan. To complete the process, the account must have a certain balance of funds which are not currently there. The plan is filling the gap by transferring \$250,000.00 from our Super Saver account and take a loan or open a line of credit from Bangor Savings for the other \$250,000.00. According to Jennifer Sloms, our contact at EDA, it has been determined that we should be able to get the process completed by Christmas, allowing us to pay off the loan and return the funds to the Super Saver account. Under this scenario, we are likely committing to only two months of interest.

Alternatives were discussed. The board agreed that the staff's proposed plan is the best plan of action.

**Motion: Authorize SMPDC to pursue a \$250,000 loan/LOC with Bangor Savings Bank to be used as matching funds to complete the release of federal interest in the legacy EDA RLF. Once the process is complete the loan will be immediately paid in full.**

*A motion to accept was made by Tracey Desjardins and seconded by Jan Williams. **Approved Unanimously.***

# Southern Maine Planning and Development Commission

## Balance Sheet

As of October 31, 2025

Oct 31, 25

### ASSETS

#### Current Assets

Checking/Savings	4,307,041.18
Accounts Receivable	493,126.96
Other Current Assets	8,900,372.80

**Total Current Assets** 13,700,540.94

**Fixed Assets** 6,405.25

**Other Assets** 263,624.31

**TOTAL ASSETS** 13,970,570.50

### LIABILITIES & EQUITY

#### Liabilities

##### Current Liabilities

Accounts Payable	240,479.38
Credit Cards	7,647.52
Other Current Liabilities	116,733.74

**Total Current Liabilities** 364,860.64

**Long Term Liabilities** 208,282.92

**Total Liabilities** 573,143.56

**Equity** 13,397,426.94

**TOTAL LIABILITIES & EQUITY** 13,970,570.50

Cash and AR	Current Month	Prior Month	Prior Year
Total Cash	\$ 4,307,041	\$ 4,246,627	\$ 4,077,683
Operating Cash*	\$ 647,256	\$ 605,900	\$ 531,985
Days Cash on Hand	105.7	101.8	83.6
Accounts Receivable^	\$ 493,127	\$ 621,549	\$ 413,081
% Current	55%	90%	99%
% > 30 days and < 90 days	40%	10%	0%
% > 90 days	5%	0%	1%
Day is AR	54.9	58.6	64.9

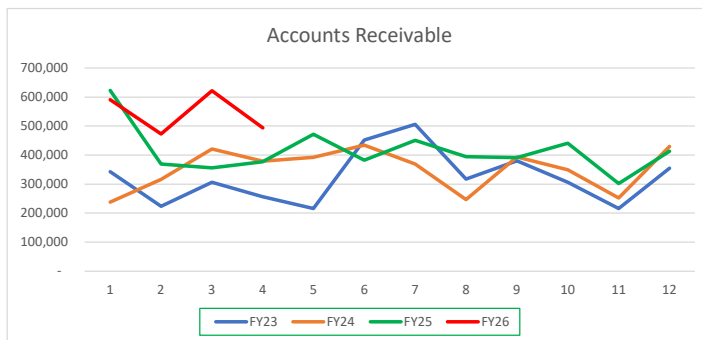
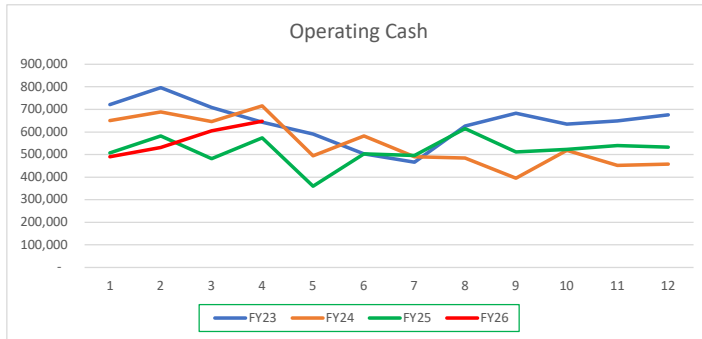
Notes: \* Includes Operating Account and Super Saver Account

Notes Receivable	Current Month	Prior Month	Prior Year
Economic Dev. Loans	2,225,000	2,225,000	2,225,000
EPA Loans	8,723,128	8,723,128	7,973,128
Total Loan Amount	10,948,128	10,948,128	10,198,128
Economic Dev. Loans	1,610,798	1,622,253	1,658,816
EPA Loans	7,264,559	7,274,803	7,284,989
Current Loan Balance	8,875,357	8,897,056	8,943,805
New Loan Amount	-	-	-
Closed Loans	-	-	-
Interest Income	22,610	24,990	286,168
Bank Interest	9,159	8,825	104,917

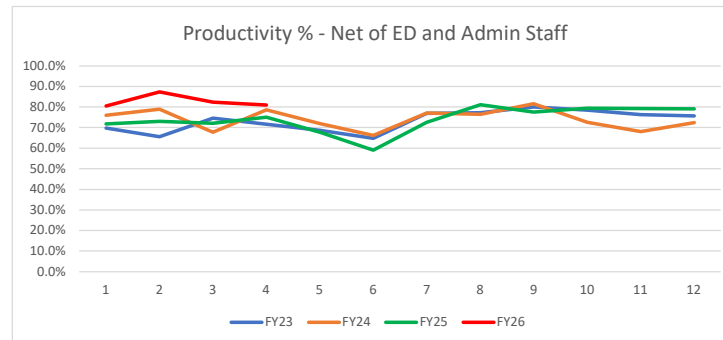
Available Funds to Loan

EPA - Closed ~	3,139,729
EPA 2022 - Current	4,615,360
EDA - Old ~	187,668
EDA - Current*	188,046

Note ~: All of the funds from these older grants has been loaned out or granted. The available funds come from loans being paid back.



Billable Time



This graph shows the amount of billed staff time to projects and grants. The remainder is the amount of admin time. The Executive Director and Administrative Support staff have been omitted.

Southern Maine Planning and Development Commission

**Profit & Loss**

July through October 2025

	<u>Jul - Oct 25</u>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
440 · Sustainability & Resilience	328,948.77
410 · Transportation	341,739.76
420 · Economic Development	158,037.22
430 · Land Use	127,735.61
480 · Dues	139,691.00
496 · Other	8,421.86
<b>Total Income</b>	<u>1,104,574.22</u>
<b>Expense</b>	
5023 · ME Family Medical Leave Expense	4,517.96
5215 · Consultant Fees	43,583.76
5000 · Salaries & Wages	439,784.13
5014 · Payroll Tax Exp Total	34,562.26
5020 · Employee Health Ins/Fringes	104,994.54
5022 · Retirement Funds Match Expense	21,764.79
5105 · Communications	480.00
5700 · Reimbursable Expenses	3,108.70
5120 · Training/Conferences/Education	6,031.41
5030 · Computers / Server	658.95
5032 · Software Expense	3,426.78
5205 · Telephone / Internet Expense	2,608.21
5199 · Rent / Utilities	28,311.00
5275 · Equipment (Office) Rental	1,305.69
5140 · Supplies Expense	4,154.72
5777 · Insurances Costs	4,516.72
5250 · Professional / Accounting Fees	9,250.00
5280 · Repairs and Maintenance	1,400.00
5034 · Web Hosting/Design	1,905.63
5130 · IT Support	13,264.75
5282 · Miscellaneous Exp (Contingency)	21,300.00
5145 · General Office Expenses	2,099.11
<b>Total Expense</b>	<u>753,029.11</u>
<b>Net Ordinary Income</b>	351,545.11
<b>Other Income/Expense</b>	
<b>Other Income</b>	
4067 · Interest Income	94,870.42
4160 · RLF Bank Interest	36,121.71
5287 · Grant Drawdowns	65,199.85
<b>Total Other Income</b>	<u>196,191.98</u>
<b>Other Expense</b>	
7990 · Programmatic Holder (No Entry)	100,518.51
<b>Total Other Expense</b>	<u>100,518.51</u>
<b>Net Other Income</b>	95,673.47
<b>Net Income</b>	<u><u>447,218.58</u></u>

Town/City	Dues Amounts					
	3%	3%	3%	3%	3%	
	Increase 2022-2023	Increase 2023-2024	Increase 2024-2025	Increase 2025-2026	Increase 2026-2027	
Acton	1,588	1,636	1,685	1,736	1,788	Acton
Alfred	1,130	1,164	1,199	1,235	1,272	Alfred
Arundel	1,714	1,765	1,818	1,873	1,929	Arundel
Berwick	2,687	2,768	2,851	2,936	3,025	Berwick
Biddeford	9,472	9,756	10,049	10,350	10,661	Biddeford
Buxton	3,308	3,408	3,510	3,615	3,724	Buxton
Cornish	555	572	589	607	625	Cornish
Dayton	835	860	886	913	940	Dayton
Eliot	3,293	3,392	3,493	3,598	3,706	Eliot
Hollis	1,763	1,816	1,871	1,927	1,985	Hollis
Kennebunk	6,939	7,147	7,362	7,583	7,810	Kennebunk
Kennebunkport	4,333	4,463	4,597	4,735	4,877	Kennebunkport
Kittery	5,856	6,031	6,212	6,399	6,590	Kittery
Lebanon	2,154	2,218	2,285	2,353	2,424	Lebanon
Limerick	1,084	1,116	1,150	1,184	1,220	Limerick
Limington	1,376	1,417	1,460	1,504	1,549	Limington
Lyman	1,817	1,871	1,928	1,985	2,045	Lyman
Newfield	733	755	778	801	825	Newfield
North Berwick	2,325	2,394	2,466	2,540	2,616	North Berwick
Ogunquit	2,559	2,635	2,714	2,796	2,880	Ogunquit
Old Orchard Beach	4,547	4,684	4,824	4,969	5,118	Old Orchard Beach
Parsonsfield	779	802	826	851	876	Parsonsfield
Saco	8,149	8,394	8,646	8,905	9,172	Saco
Sanford	8,565	8,822	9,087	9,360	9,641	Sanford
Shapleigh	1,478	1,522	1,568	1,615	1,664	Shapleigh
South Berwick	3,089	3,182	3,277	3,375	3,477	South Berwick
Waterboro	2,934	3,023	3,113	3,207	3,303	Waterboro
Wells	7,375	7,596	7,824	8,059	8,300	Wells
York	9,472	9,756	10,049	10,350	10,661	York
<b>YORK COUNTY</b>	<b>\$101,910.26</b>	<b>\$104,967.57</b>	<b>\$108,116.59</b>	<b>\$111,360.09</b>	<b>\$114,700.90</b>	<b>YORK COUNTY</b>
Baldwin	605	623	641	661	680	Baldwin
Brownfield	585	603	621	639	658	Brownfield
Denmark	706	727	749	771	794	Denmark
Fryeburg	1,264	1,302	1,341	1,381	1,422	Fryeburg
Hiram	626	645	664	684	705	Hiram
Lovell	1,070	1,102	1,135	1,169	1,204	Lovell
Porter	596	614	633	652	671	Porter
Stoneham	473	487	502	517	532	Stoneham
Stow	473	487	502	517	532	Stow
Sweden	473	487	502	517	532	Sweden
<b>OXFORD COUNTY</b>	<b>\$6,870</b>	<b>\$7,076</b>	<b>\$7,288</b>	<b>\$7,507</b>	<b>\$7,732</b>	<b>OXFORD COUNTY</b>
<b>Total Local Dues</b>	<b>\$108,780</b>	<b>\$112,044</b>	<b>\$115,405</b>	<b>\$118,867</b>	<b>\$122,433</b>	<b>TOTAL LOCAL DUES</b>
<b>County</b>	<b>\$38,110</b>	<b>\$39,253</b>	<b>\$40,431</b>	<b>\$41,644</b>	<b>\$42,893</b>	<b>COUNTY</b>
<b>TOTAL DUES FOR YEAR</b>	<b>\$146,890</b>	<b>\$151,297</b>	<b>\$155,836</b>	<b>\$160,511</b>	<b>\$165,326</b>	<b>YEARLY DUES TOTAL</b>