

**EXECUTIVE COMMITTEE
MINUTES**

SOUTHERN MAINE PLANNING and DEVELOPMENT COMMISSION

9:00 AM- 10:30AM

February 26, 2026 (in person and via ZOOM)

In attendance: Jan Williams (Treasurer-Hiram), Dylan Smith (York), Tracey Desjardins (Vice-Chair-Saco), Chris Osterrieder (Kennebunk), Karla Bergeron-Wilcox (Alfred), Lindsay Gagne (Lyman), and Truc Dever (Town Mgr.-Biddeford)

Additional Guests for Item 4: Emily Flinkstrom and Hersey Hirschkop of Fair Tide

Absent: Keith McBride (Chair- SREGC), Lorisa Ricketts (Sanford), Katie Haley (Fryeburg), Donna Ring (York County Comm)

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

1. Minutes of January 22nd

*A motion was made by Karla Bergeron-Wilcox to accept the minutes of the Jan 22nd meeting as written, and the motion was seconded by Jan Williams. **Approved Unanimously.***

2. Executive Director Update

Stephanie provided the following updates:

Staff Update

Britta Brown will be starting March 9th as the new Land Use and Transportation Planner. She comes from HNTB's Portland Office and also has experience working at the county level.

Brownfield Supplemental Funding

EPA has announced the availability of an additional \$25 million in infrastructure Investment and Job Acts Funds. At first glance it looks as though we are eligible to apply, and we are working on the grant application to request additional funds. The deadline is March 16, 2026.

30 Upper-Level Falls Brownfield Loan Status Update

Foundry 20 has requested an additional extension of their interest-only period. They recently signed a lease with the Maine Venue Partners. With the signing of the lease, we have extended the interest only period by another 3 months.

3. Treasurer's Report

At the end of January our cash balance is \$4.65 million, with operating cash at \$610K. This is higher than the past four Januarys. That puts cash at over 3 months, with A/R at \$428k. Most of our outstanding invoices are from federal funding sources.

The balance sheet is normal with P/L showing \$185K. We are still on track to break even at year end.

*A motion was made by Tracey Desjardins to accept the financial report as written and seconded by Jan Williams. **Approved Unanimously.***

4. 42-44 Old Post Road Kittery – Brownfields RLF Sub-grant Request

Raegan started with a brief overview of the RLF program and an explanation as to what funding could be available to Fair Tide.

Fair Tide's Emily Flinkstrom (Executive Director) and Hershey Hirschkop (Director of Housing) gave a presentation describing the organization's mission and what they do. They also described the project and its funding and timeline. The development consists of 12 units of permanent supportive housing, eight – 1-bedroom and four – 3-bedroom units. Based on a previous grant request and the general EPA cap of \$500K, today's request is for a grant for the remaining balance of \$390K. Under some circumstances, projects may be able to receive more than \$500k in grant funds. The Committee was supportive of the project and said if more funding is needed to fill the gap later, the applicant could reach out and the board could revisit additional funding.

*A motion was made by Chris Osterrieder to approve the loan in the amount of \$390K with possible additional funds if needed to complete the project and the motion was seconded by Tracey Desjardins. **Approved Unanimously.***

5. SMPDC's Strategic Plan

Stephanie noted that the draft Strategic plan was introduced at the January meeting where staff heard some concerns about how it would monitor accomplishments, and how the board would be involved in implementation. To address these concerns, Stephanie noted that they have created an implementation strategy that is included in your packets. Stephanie noted that the strategy identifies metrics to measure progress and includes a schedule for regular progress updates to the Board. Stephanie noted that although she had hoped to have the Committee vote today to move the draft forward to the annual meeting, several members are missing from today's meeting, and she thought it might be prudent to wait until we have a larger group at our March meeting before calling a vote. The Committee members agreed but expressed support for the implementation strategy.

6. The Chair adjourned. Next meeting is March 26th