

**EXECUTIVE COMMITTEE
MINUTES**

SOUTHERN MAINE PLANNING and DEVELOPMENT COMMISSION

9:00 AM- 10:30AM

January 22, 2026 (in person and via ZOOM)

In attendance: Keith McBride (Chair- SREGC), Jan Williams (Treasurer-Hiram), Dylan Smith (York), Tracey Desjardins (Vice-Chair-Saco), Chris Osterrieder (Kennebunk), Karla Bergeron-Wilcox (Alfred), Lorisa Ricketts (Sanford).

Amy Gomme Pulaski, Strategic Plan Consultant

Absent:, Lindsay Gagne (Lyman) Katie Haley (Fryeburg), Justin Chenette (York County Comm)

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

1. Minutes of December 4th

*A motion was made by Karla Bergeron-Wilcox to accept the minutes of the Dec 4th meeting as written, and the motion was seconded by Jan Williams. **Approved Unanimously.***

2. Executive Director Update

Stephanie provided the following updates:

Staff Update

Mikala Jordan, Senior Planner in Land use has left SMPDC to work for the town of Waterboro. We have started the interview process.

Bylaws Update

Staff plan to start working on some proposed updates to the Bylaws over the next month or so and will bring back some suggestions later this spring.

Sustainability Divion

The Sustainability and Resilience Division began 5 years ago as a pilot program, and is now heading into its 6th year. A leader in the state, this program has been very successful in helping communities leverage significant additional state and federal grant resources. We are looking at changing the funding structure for the project away from the pilot model. In response to broader interest from our membership, we want to expand the reach of the program beyond the original communities. The new funding structure will be based on voluntary participation, and the broader reach will allow us to ask for a lower contribution.

We will still contract directly with municipalities to do specific projects, but members in the program will receive a lower hourly rate. Karina Graeter has started to develop a proposed funding structure to offer communities, and we hope to have it out to folks in the next month or so.

3. Treasurer's Report

Randy provided a summary to the Committee. Cash is at 4.5 million at the end of December, operating account has 530k, including RLF funds. A/P is 550K an all-time high. Due mainly to processing time of the federal government and contracts ending.

The balance sheet is normal. P/L shows 235K surplus 40K higher than last year. We are on track to break even.

Audit financials are complete.

The defederalization should be complete if not by the end of this week, then by the end of the month.

*A motion was made by Jan Williams to accept the financial report as written and seconded by Karla Bergeron-Wilcox. **Approved Unanimously.***

4. Appointment Committee (Steph)

We convened the appointments committee last week to look at filling several Executive Committee vacancies. The County has notified us that Justin Chenette has stepped down from the Committee, and they would like to appoint Commissioner Donna Ring to represent the County. Donna represents District #4 which encompasses the towns of Alfred, Dayton, Limerick, Lyman, Sanford, and Waterboro. After meeting to discuss possible candidates, the Appointments Committee has also agreed to recommend the appointment of Truc Dever, Biddeford's City Manager, leaving one remaining vacant municipal position to be filled at a later time.

*A motion was made by Chris Osterrieder to accept the nominations of Truc Dever and Donna Ring to the Executive Committee, and the motion was seconded by Tracey Desjardins. **Approved Unanimously.***

5. SMPDC's Strategic Plan

Stephanie and Raegan, with help from Amy Gomme Pulaski, SMPDC's Strategic Plan consultant, introduced the draft strategic plan to the Committee. After discussion, the committee expressed some concerns about the scale of strategies and asked staff how it would complete all of them in the 5 year timeframe. Stephanie noted that the Strategic Plan is aspirational and not intended to be a workplan checklist. The list of strategies in the plan is the "universe" of what we *can* and want to be doing as an organization. Many of these strategies are things the organization already does on an ongoing basis. Staff will use this plan and the implementation process to look at how we can build our resources and align them to our goals more effectively.

There were several concerns expressed about developing metrics to track our progress to make sure we can measure and show what we accomplish. The Committee also expressed needing more clarity

about how staff will communicate progress to the board. Staff agreed to bring back an implementation strategy addressing some of these concerns to the next meeting.

6. Next Meeting: February 26th

FINAL