

**EXECUTIVE COMMITTEE
MINUTES**

SOUTHERN MAINE PLANNING and DEVELOPMENT COMMISSION

**9:00 AM
January 23, 2025 via ZOOM**

In attendance were: Jan Williams, Kendra Amaral (Treasurer), Keith McBride(Chair), Brian Phinney, Erin Moriarty, Tracey Desjardins, Katie Haley, Karla Bergeron-Wilcox, Justin Chenette ,Will Armitage (SMFA), and guest Amy Grommes Pulaski

Absent: Chris Osterrieder and Marybeth Gilbert

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

1. Minutes of the December 19, 2024

A motion was made by Tracey Desjardins to accept the minutes of the December 19th meeting as written, and the motion was seconded by Kendra Amaral. Approved Unanimously.

2. Board Chair Introduction

Keith wanted to start the meeting with an update on a change in the format of the agendas. There will be a name attached to each agenda item so as to know who will be leading the item to be discussed.

3. Executive Director Update

Stephanie provided the following updates:

A new round of economic Recovery HUB grants program launched this month and has already closed as we have received 25 applications.

Members should have received the Dues letter for the 2025 – 2026 fiscal year.

Keith Trefethen of Arundel has notified us that he is stepping down from his position on the Executive Committee as of January 8th. This leaves us with 2 vacancies to fill. To be discussed later in the agenda.

Reminder that SMPDC hosts a monthly meeting of York County Managers that includes representatives from each of our congressional offices, MMA, and the county. Please reach out to Raegan if you are a Town Manager interested in attending.

The Maine State Legislative session began in December and the deadline for bill submission was January 10th. We are watching as proposed legislation is posted to the online database and receiving updates from the Maine Association of Planners (MAP) about the status of Growth Management Act (GMA)

amendments, which are expected to be submitted this year. Consistent with previous sessions, we intend to coordinate any formal SMPDC response with this Committee, and as much as possible with the state's other regional planning organizations.

We are watching a handful of other bills which have land use planning implications, as well as some proposed funding for municipal infrastructure projects and coastal resilience.

4. Treasurer's Report

Randy reviewed the December 31 Balance Sheet that showed that Cash was \$3.9 million, with operating cash being \$504,000. This calculated into 81 days of Cash on Hand, which was a 20 day increase from November. Accounts Receivable were \$382,000. The Profit and Loss Statement for December shows a \$110,000 surplus YTD, which is lower than the prior year. Items that have impacted the P&L so far this year are the timing of new hires, employee turnover and late start on the Joint Land use Study funding and the several Sustainability Division programs. The Revolving Loan Funds are running smoothly. For Brownfields, JCS (Developer for The Edge project) has fully drawn their current contract and the Foundry project has one small draw left. We are assessing more upcoming opportunities.

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

5. Executive Committee Officers and new members

With two Executive Committee positions to fill, the staff we have come up with two potential options to fill the vacancies.

Option 1: establish a Nominating Committee by electing three members to identify and vet potential candidates for consideration at a future meeting. Staff would be available to support this group.

Option 2: request staff to develop a list of vetted candidates to bring back to the Committee for consideration at a future meeting.

After discussion among the Committee, it was determined that we take a hybrid approach. The staff is responsible for any additional suggestions or ideas as to who may interested and also well suited, and the Committee will consider and bring forward anyone they think may be well suited. In the meantime, Stephanie and Raegan will put together a summary of the makeup of the current committee and suggest where we may need to focus recruitment of new board membership. Keith, Kendra, and Erin volunteered to meet with staff and as a subcommittee to vet the names gathered as a result of the process.

Jan Williams has agreed to stay on as a Committee member, and temporarily serve as the Vice Chair until such time the Committee has the time to fill the role.

6. Strategic Planning Process Survey

Amy Grommes Pulaski was in the meeting to begin the process, which included a short survey done by the Committee members.

Next Meeting: Our next meeting TBD.

FINAL