

EXECUTIVE COMMITTEE
MINUTES

SOUTHERN MAINE PLANNING and DEVELOPMENT COMMISSION
July 31, 2025
9:00 AM- 10:30AM

SMPDC Conference Room, Saco Island or
(in person and via ZOOM)

In attendance: Keith McBride (Chair), Tracey Desjardins, Katie Haley, Chris Osterrieder, Lindsay Gagne, Dylan Smith and Brian Phinney.

Absent: Jan Williams (Vice Chair), Justin Chenette , Karla Bergeron-Wilcox

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

1. Minutes of May 22nd meeting and June 11th Annual Meeting

*A motion was made by Tracey Desjardins to accept the minutes of the May 22nd meeting as written, and the June 11th annual meeting with the addition of the time and place of the meeting. The motion was seconded by Chris Osterrieder. **Approved Unanimously.***

Item 4 on the agenda was moved ahead as we had representatives from WDC to discuss the Brownfield project and grant request at 15 Pearl Street Biddeford.

4. Brownfields Grant Application- 15 Pearl Street, Biddeford (Former MERC Site) (Raegan)

Kristin Styles and Tyler Norod of Westbrook Development Corporation (WDC) made a presentation on the project at 15 Pearl Street Biddeford, the old MERC site. 2 buildings, 90 units, 80 which will be affordable housing. They went over the project clean-up, design, and projected cost and the need for the \$1,000,000 subgrant request. They then opened for questions from the board. Once the board had the answers from WDC, WDC exited the meeting for further discussions among the group with Raegan providing more details and options regarding how to fund the request. She described how it is the largest subgrant request to date and exceeds the EPA's limit of \$500,000 for subgrants from active RLF funds, but would be possible to fund from the revolved funds, or post-closeout program income. There was concern that WDC did not really provide adequate detail to justify the need for a subgrant specifically to the extent requested. Brian Phinney spoke of Biddeford's experience working with WDC on the project and that they support it moving forward with the request. After further discussion the Committee agreed to a \$1,000,000 commitment, with an initial subgrant of \$500,000 and further funding available as a subgrant or a low to no interest loan, based on the ability to handle the debt at the time of the future request.

The committee discussed proposing a motion to accept a total commitment of \$1,000,000.00 to Westbrook Development Commission from SMPDC's EPA Brownfields RLF program post-closeout

program income, with an initial grant in the amount of \$500,000 and additional funds available as a grant or low/no interest loan, contingent on available funds, the grantee securing other necessary financing, and demonstration of need to be pursued within 18 months.

*A motion was made by Keith McBride to accept motion as proposed and seconded by Tracey Desjardins. **Approved Unanimously.***

2. Executive Director Update

Introducing Laura Berry, our new Senior Planner in the Sustainability and Resilience Division. Laura joins SMPDC after working as a municipal planner in both South Portland and Bar Harbor. She holds a BA in Human Ecology with a focus on Community Planning from the College of the Atlantic and a MSc in Global Environment, Policy and Society from the University of Edinburgh. In addition to her environmental planning expertise, Laura brings her experience in land use policy, public engagement, and ordinance development to the Division. She has taken over management of many of Abbie Sherwin's projects including the NFWF-funded Climate Ready Kittery project and the Kennebunk River Flood Resilience Study, and she is leading a new Municipal Energy Plan for the Town of Parsonsfield.

Tracey Desjardins has volunteered to fill the position of Vice Chair. Because of other board changes and timing, there was no vote at the annual meeting with the general assembly.

*A motion was made by Chris Osterrieder to accept motion and seconded by Keith McBride. **Approved Unanimously.***

3. Treasurer's Report

Randy discussed the dashboard data and stated the pre audit at year end shows us as breaking even. Cash is at a normal expected level at this time.

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

4. Next Meeting: Our next meeting 9/25/2025