

**EXECUTIVE COMMITTEE
MINUTES**

SOUTHERN MAINE PLANNING and DEVELOPMENT COMMISSION

9:00 AM- 10:30AM

March 27, 2025 (in person and via ZOOM)

In attendance: Keith McBride (Chair), Jan Williams (Vice Chair), Kendra Amaral (Treasurer), Tracey Desjardins, Erin Moriarty, Katie Haley, Chris Osterrieder, Karla Bergeron-Wilcox, Marybeth Gilbert and guest Amy Grommes Pulaski (Strategic Plan Consultant).

Absent: Brian Phinney and Justin Chenette.

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

1. Minutes of February 26, 2025

*A motion was made by Erin Moriarty to accept the minutes of the February 26th meeting as written, and the motion was seconded by Katie Haley. **Approved Unanimously.***

2. Executive Director Update

Stephanie provided the following updates:

Staff Changes

Abbie Sherwin recently tenured her notice and is leaving to take a position as a NOAA contractor providing technical assistance for the NOAA Climate Resilience Regional Challenge grant projects awarded in New England. Her last day in the office is March 24th. We have recently advertised for a new Senior Planner to continue the work.

New Grant Awarded

SMPDC has recently received notification that we have been awarded a Housing Opportunity Grant through the state. The award is for \$175,000. The majority of the funds will go towards staff and a portion will support work by a landscape architect.

3. Treasurer's Report

Randy presented that at the end of February, total cash was \$4.08 million, with operating cash being \$614,292, which equates to over 100-days of cash on hand. A/R was at \$394K, making 55 Days in A/R. P & L for January showed a \$287k surplus from operations. Marybeth asked if the board could get a year-to-year comparison, and Randy said he would do quarterly.

All looks good financially for the rest of the year. Note receivables are normal. Draft audit financials were received and it look good.

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

4. Executive Committee Appointments

We met with our Board Membership Subcommittee (Erin, Keith, Kendra) in early February. Two parties considered for the board were Lindsey Gagne and Jen Lewis. Staff confirmed interest from Lyman Town Manager Lindsey Gagne and her resume is included in the packet. Steph met with her and reviewed the roles and responsibilities of Committee membership. Steph also met with Jen Lewis but at this time Jen does not have the available time to be a member of the Executive Committee.

The Committee discussed what knowledge, skills, and qualities we may be missing on the board and to think about it when making the selections. Steph said she would reach out to other potential candidates discussed by the subcommittee.

A motion was made by Tracey to accept the nomination of Lindsey Gagne, and the motion was seconded by Kendra. Approved Unanimously.

5. Establishment of Nominating Committee

Steph explained to the Bylaws, a Nominating Committee must recommend a slate of Officers and Executive Committee members to be voted on at the annual meeting of the General Assembly. Currently we have 3 members, Keith, Erin, and Kendra. Five are required. Marybeth and Chris volunteered to join the committee.

Steph will reach out to the group via email to confirm the final list when we have it prepared.

6. Strategic Plan Executive Committee Workshop

Raegan presented a review and analysis of SMPDC's member survey results so far. There were several questions and comments regarding the value and helpfulness of the survey results due to the low number of members that responded. Raegan and Steph discussed the challenges in getting a higher response and stated it was consistent with past years. Raegan pointed out that the feedback is part of a larger effort including in person meetings. We hope to conduct a similar survey every few years to check in with members. We also have used the information to help prepare for in-person meetings.

Amy Grommes Pulaski (Consultant) led a second workshop with the Executive Committee that focused on the roles, responsibilities and expectations of the board and board members.

7. Next Meeting: Our next meeting 4/24/2025.