

AGENDA

SOUTHERN MAINE PLANNING AND DEVELOPMENT COMMISSION EXECUTIVE COMMITTEE

March 26, 2026

9:00 AM – 10:30 AM

SMPDC Conference Room, Saco Island or

Join Zoom Meeting

<https://us02web.zoom.us/j/88278545380?pwd=6REIjyRTcKTKGRa77DfNmTiHp06Lad.1>

Meeting ID: 882 7854 5380; Passcode: 465987

1. Committee Introductions (Keith/Steph)

Welcome to our new Committee member:

- Donna Ring- York County Commissioner representing District #4- Alfred, Dayton, Limerick, Lyman, Sanford, and Waterboro,

2. Minutes of the February 26, 2026 meeting (Keith)

The minutes for the meetings are enclosed.

Move to accept the minutes of the February 26th Executive Committee Meeting

3. Executive Director Report (Stephanie)

- Staffing Update- Brookelyn Tilton has left SMPDC and we will be shifting the focus of the position and looking for a Transportation Planner to assist Dean Williams.
- Brownfields Supplemental Grant Request- Raegan submitted our request for Supplemental RLF funding last week. EPA has an additional \$25 million in Infrastructure Investment and Jobs Act funds available to supplement eligible Brownfields Revolving Loan Fund (RLF) grants. We qualify for up to an additional \$800k and our application is very competitive to receive these additional funds.
- Annual Meeting- Our next annual meeting date is penciled in for the evening of June 17th at The Ridge in Sanford. We expect to present our Strategic Plan to the General Assembly for adoption and lead a panel discussion around the theme of regional economy.
- April/May Meeting- Steph will be out of town for our April Meeting date, and a Brownfields training conflicts with the May meeting date. We expect to have one Brownfields project and the budget review and vote at these meetings. Staff

recommends combining our April and May meetings to hold one meeting in the second or third week in May. Our preference would be to reschedule the meeting to Thursday May 21st.

4. Treasurer’s Report (Randy)

There are a few items for the Treasurer’s report. We have included:

1. The accounting “dashboard” for February 2026.
2. The most recent Financial Statement from QuickBooks
3. The most recent loan activity and info

Move to accept the most recent financial reports.

5. Board Slate for Annual Meeting (Stephanie)

The bylaws require the establishment of a nominating committee in March to recommend the slate of officers and Executive Committee members to be voted on at the Annual Meeting by the General Assembly. In the past we have simply voted to confirm the slate as a committee. The FY26 slate is below.

I suggest we consider voting on the slate at this meeting unless we anticipate changes to the officers, in which case we should discuss alternate options.

Our current officers are:

Chair: Keith McBride, Sanford Regional Economic Growth Council

Vice Chair: Tracey Desjardins, City of Saco

Treasurer: Jan Williams, Town of Hiram

Other Board members:

Karla Bergeron-Wilcox (Alfred)

Truc Dever (Biddeford)

Lindsey Gagne (Lyman)

Katie Haley (Fryeburg)

Chris Osterrieder (Kennebunk)

Dylan Smith (York)

Lorisa Ricketts (Sanford)

Donna Ring (York County Commissioner)

Move to recommend the slate of Officers and Executive Committee members to be voted for at Annual Meeting.

6. SMPDC's Strategic Plan (Stephanie/Raegan)

Staff introduced the draft Strategic Plan at the January Executive Committee meeting. After receiving feedback about implementation, we introduced an implementation plan at the February meeting. Committee members asked for more clarification about how we would measure our progress over the five-year timeframe of the plan, and how the Committee will be updated on progress. The Implementation Plan addresses these concerns with annual check-ins with the Committee to outline accomplishments and track ongoing progress on strategies. Staff will also develop division work plans that tie projects and activities to the plan's strategies. We will keep an internal tracking sheet to document metrics at our staff meetings throughout the year and funnel information into the Committee updates. [Here](#) is the link to the draft plan and the implementation strategy is included in your packets.

Move to accept the 5-year Strategic Plan and recommend it for adoption by the General Assembly at our Annual Meeting.

7. Meeting Adjourned

**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

Southern Maine Planning and Development Commission

Balance Sheet

As of February 28, 2026

Feb 28, 26

ASSETS

Current Assets

Checking/Savings	4,254,819.28
Accounts Receivable	448,194.93
Other Current Assets	9,067,476.46

Total Current Assets 13,770,490.67

Fixed Assets 6,405.25

Other Assets 204,879.91

TOTAL ASSETS 13,981,775.83

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable	168,113.76
Credit Cards	13,852.61
Other Current Liabilities	-10,073.86

Total Current Liabilities 171,892.51

Long Term Liabilities 147,362.25

Total Liabilities 319,254.76

Equity 13,662,521.07

TOTAL LIABILITIES & EQUITY 13,981,775.83

Cash and AR	Current Month	Prior Month	Prior Year
Total Cash #	\$ 4,254,819	\$ 4,656,965	\$ 4,077,683
Operating Cash*	\$ 444,400	\$ 610,671	\$ 531,985
Days Cash on Hand	71.4	96.5	83.6
Accounts Receivable^	\$ 448,195	\$ 428,408	\$ 413,081
% Current	63%	43%	99%
% > 30 days and < 90 days	22%	46%	0%
% > 90 days	15%	11%	1%
Day is AR	64.9	59.6	64.9

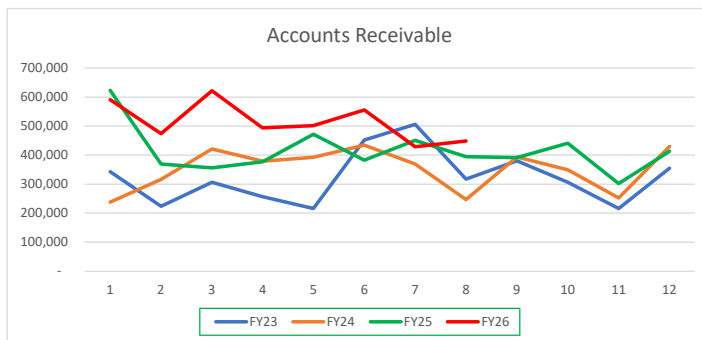
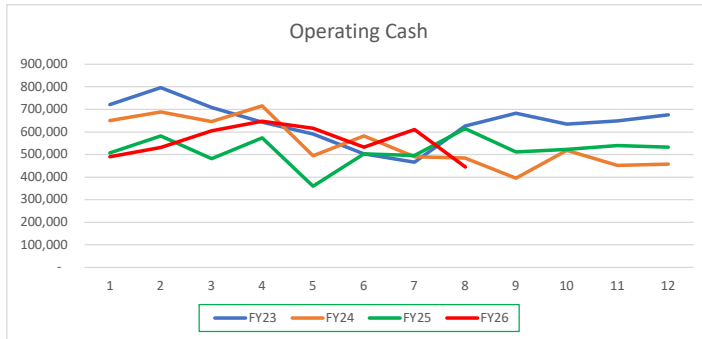
Notes: * Includes Operating Account and Super Saver Account and funds transferred to EDA Legacy
 Notes: # Includes \$250,000 in EDA Legacy from our Line of Credit

Notes Receivable	Current Month	Prior Month	Prior Year
Economic Dev. Loans	2,225,000	2,225,000	2,225,000
EPA Loans	8,723,128	8,723,128	7,973,128
Total Loan Amount	10,948,128	10,948,128	10,198,128
Economic Dev. Loans	1,557,704	1,565,975	1,658,816
EPA Loans	7,212,367	7,222,823	7,284,989
Current Loan Balance	8,770,072	8,788,798	8,943,805
New Loan Amount	8,434	37,480	-
Closed Loans	-	25,000	-
Interest Income	23,438	23,438	286,168
Bank Interest	8,618	10,733	104,917

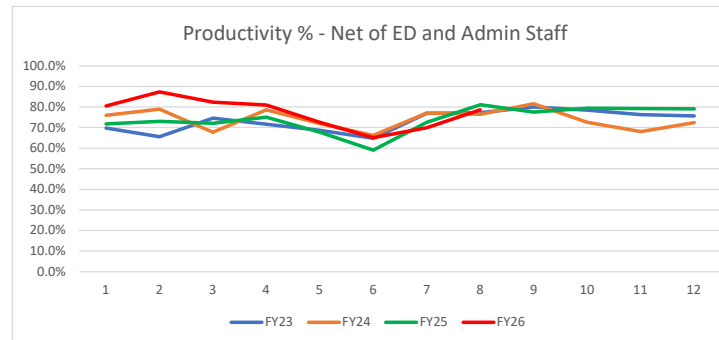
Available Funds to Loan

EPA - Closed ~	3,187,227
EPA 2022 - Current	4,833,114
EDA - Old ~	204,515
EDA - Current*	234,116

Note ~: All of the funds from these older grants has been loaned out or granted. The available funds come from loans being paid back.



Billable Time



This graph shows the amount of billed staff time to projects and grants. The remainder is the amount of admin time. The Executive Director and Administrative Support staff have been omitted.

Southern Maine Planning and Development Commission

Profit & Loss

July 2025 through February 2026

Jul '25 - Feb 26

Ordinary Income/Expense

Income

440 · Sustainability & Resilience	494,754.78
410 · Transportation	474,326.42
420 · Economic Development	315,587.07
430 · Land Use	226,319.12
480 · Dues	160,513.00
4600 · Other	7,926.80

Total Income 1,679,427.19

Expense

5260 · Interest Expense - LOC	4,144.09
5023 · ME Family Medical Leave Expense	7,438.17
5215 · Consultant Fees	166,502.32
5000 · Salaries & Wages	817,191.84
5014 · Payroll Tax Exp Total	64,054.15
5020 · Employee Health Ins/Fringes	191,179.92
5022 · Retirement Funds Match Expense	40,635.26
5105 · Communications	4,140.00
5120 · Training/Conferences/Education	6,618.48
5030 · Computers / Server	1,208.94
5032 · Software Expense	9,498.12
5180 · Membership / Associations	3,012.36
5205 · Telephone / Internet Expense	4,933.11
5199 · Rent / Utilities	45,498.00
5275 · Equipment (Office) Rental	2,611.38
5140 · Supplies Expense	13,777.60
5777 · Insurances Costs	15,239.41
5255 · Legal Fees	1,935.00
5250 · Professional / Accounting Fees	42,375.00
5280 · Repairs and Maintenance	3,000.00
5034 · Web Hosting/Design	1,905.63
5130 · IT Support	28,149.45
5282 · Miscellaneous Exp (Contingency)	28,291.76
5270 · Service Charges	2,863.20
5145 · Other	5,589.63

Total Expense 1,511,792.82

Net Ordinary Income 167,634.37

Other Income/Expense

Other Income

4067 · Interest Income	188,144.87
4160 · EPA/EDA RLF Bank Interest	74,840.36
5287 · Grant Drawdowns	317,873.91

Total Other Income 580,859.14

Southern Maine Planning and Development Commission

Profit & Loss

July 2025 through February 2026

	<u>Jul '25 - Feb 26</u>
Other Expense	172,148.23
Net Other Income	408,710.91
Net Income	<u><u>576,345.28</u></u>

1. We will track our progress throughout the year.

- Each strategy will have a metric for tracking progress, and we will work with staff to update it internally throughout the year.
- We will track additional characteristics such as funding amounts, which municipalities we work with, and other characteristics to understand the impact of our work.
- The timeline for implementation of strategies is influenced by funding availability and staffing.

Deliverable: Create and maintain internal tracking sheet

2. We will track operations and program work separately.

The Plan's strategies are tied to projects or action steps identified in Division Work Plans.

- **Internal Operations Strategies** - Strategies will have specific action steps identified in Finance & Administration and Communications Work Plans. Each internal strategy will have a short, medium, long term, or ongoing timeline. Given the specific nature of internal strategies, metrics are redundant.
- **Division Work Plans** - Each Division will begin to draft an Internal work plan in May. Work plans will be refined in July/August, once the organization's budget is approved, and may be updated regularly throughout the year as funding evolves. The Division work plans ensure that work is aligned with the strategic plan, connecting plan strategies to projects and funding. The Work Plans are intended to be an internal document and may evolve throughout the year subject to funding and staffing capacity. Workplans will include:
 - An overview of staff/team that works within the division (including anyone working on projects during that year)
 - List of Annual Goals (taken directly from Strategic Plan Strategies list)
 - For each goal, a list of actions/activities/projects that address it.
 - List would include ongoing work, or new projects
 - Division budget with list of sources of funding, projected funding, and/or specific projects

Deliverable: Division Work Plans

3. We will share a Strategic Plan Progress Report with the Executive Committee annually.

Staff will create and maintain a master spreadsheet for all programmatic and internal goals to track progress. The sheet will include additional details, including timeline or progress measures related to each strategy. Staff will update master tracking sheets throughout the year. Once annually, the Executive Committee will be updated on progress.

Deliverable: Annual Progress Report to Executive Committee