

**EXECUTIVE COMMITTEE  
MINUTES**

**SOUTHERN MAINE PLANNING and DEVELOPMENT COMMISSION**

**9:00 AM- 10:30AM**

**September 25, 2025 (in person and via ZOOM)**

**In attendance:** Keith McBride (Chair), Jan Williams (Treasurer), Tracey Desjardins (Vice-Chair), Dylan Smith, Lindsay Gagne, Katie Haley, Chris Osterrieder, Karla Bergeron-Wilcox, and Brian Phinney.

**Absent:** Justin Chenette.

**Staff:** Stephanie Carver, Raegan Young, Randall Davis, Deb Cyr, and Amy Grommes Pulaski

**1. Minutes of July 31, 2025**

*A motion was made by Tracey Desjardins to accept the minutes of the July 31st meeting as written, and the motion was seconded by Dylan Smith. **Approved Unanimously.***

**2. Treasurer's Report**

Randy provided a summary to the Committee. Two months into the year, the B/S looks good, P/L shows \$322k in surplus. Total Cash, \$531K in Operating Cash which calculates to 89 days cash on hand. A/R is at 473K, most of which is current. Prep for the audit has begun and the audit is scheduled for the last week of October.

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

**2. Board Appointment – Lorisa Ricketts**

Lorisa has replaced Erin on the general assembly, in her current position as Sanford's Executive Administrator she focuses on a variety of activities within the City Manager's office. After meeting and a review of her qualifications the subcommittee has agreed to bring Lorisa's candidacy to the full committee for consideration. After a discussion regarding her fit in the group, her qualifications, and the process, the clarification was made that the subcommittee had made the initial screening to resolve those questions and recommend her appointment.

*A motion was made by Jan Williams to accept the nomination of Lorisa Ricketts to the Executive Committee, and the motion was seconded by Chris Osterrieder. **Approved Unanimously.***

### 3. Strategic Plan Update

After several months of workshops with SMPDC staff and the Executive Committee, as well as a survey and one-on-one meetings with our membership, we are ready to present a *draft* Strategic Plan Goals and Strategies for discussion by the Executive Committee. Amy Grommes Pulaski, along with Raegan Young, and Stephaine Carver gave a presentation beginning with programmatic goals including objectives and strategies. After Raegan's explanation, it was open to questions. Most felt the goals made sense and were relevant. The questions were, do we have the capacity to do it all and are we overreaching, and how were we going to measure our progress. The thought of prioritizing, being flexible, and nimble the goals are attainable with the inclusion of a metric of measuring progress. Some of the answers are included in the communications strategy. The operation and communications goals were then reviewed also followed by questions. Again, all felt very good about it. There was a question for the purpose of tracking progress, would there be a division assigned to each goal? When putting the goals together it was intended for each goal to be inclusive to all divisions. They will be tied to the various division's work plans. The Strategic plan is considered a working document and can be updated throughout the 5-year period and an annual review with the Executive Committee.

Steph noted that the next steps in the process will be to review the comments. She asked the Board to please reach out if you have further comments or updates. She said we are beginning to draft a narrative and hope to have a full draft for review at the December Board Meeting.

### 4. Executive Director Update

Stephanie provided the following updates:

#### Legislative Update

SMPDC is now tracking legislation impacting municipal planning and development activities and we have created a website page with information and guidance. We will be hosting a webinar in October to walk through the new statutes and let communities know how SMPDC can help.

#### Brownfields Activities

The Westbrook Development Commission (WDC) commitment letter for the initial \$500,000 grant has been completed, contingent on the conditions that were discussed and WDC has submitted their first application to MaineHousing.

We are in a busy season of requests. We have received a loan application for the remaining half of the MERC facility site, which will likely be ready to come to the board at the October meeting. Also anticipating seeing a grant application from Fair Trade in Kittery to finish cleanup on Old Post Road parcels.

#### Upcoming SMPDC Webinars and Workshops

October 14<sup>th</sup>, From Plans to Porches: Lets Talk About Housing Tools

November 12<sup>th</sup> 2<sup>nd</sup> Annual Southern Maine Climate Action Workshop with UNE

5. **Next Meeting:** Our next meeting 10/23/2025

FINAL