



## **Executive Committee Meeting Notes for Tuesday, July 1, 2014**

Committee

Members:

Chair John Peters, Treasurer Rita Armstrong, Secretary Lois Skillings, John Moncure, and Sande Updegraph

MRRRA Staff:

Steve Levesque and Kathy Paradis

Others Attending:

None

Location:

MRRRA Conference Room 118A, 2 Pegasus St., Brunswick

Chair John Peters called the meeting to order at 7:35 a.m.

### **Property Transfers.**

Executive Director Steve Levesque gave an update on property sales/lease updates. He said MRRRA has received the draft deed the public benefit conveyance (PBC) transfer of the new tower complex. The property will transfer once the Navy has given final concurrence to the FAA, after which the FAA can give concurrence to transfer to MRRRA. Staff met with the Navy last week about receiving a couple of property transfers in 2015. Steve said there was a chance that one of the transfers (the skeet range in Topsham) could occur by the end of this year.

### **Property Sales/Lease Updates.**

- George Schott will be closing on building 87 within 30 days for \$5.1M.
- George Schott has offered to purchase the former Night Flight building. Half of the building would be used to provide a common area for the residents of the One-Plus-One units that George currently owns. The other half of the building would be used for storage.

**Federal Updates.** Steve reported:

- The Senate has approved the HUB zone legislation, which would assist MRRRA's tenants, including SaviLinx. Now the bill goes to the Conference Committee, for negotiations with the House.

## State Updates.

Steve advised that he is on a steering committee the State created for the comprehensive review of incentive programs. A report has been drafted which makes recommendations for consolidating programs and for better oversight. The report will be presented to the Legislature. Steve will provide an executive summary to the board.

## Local Updates.

- Steve went to a Brunswick Town Council meeting as the Town had some questions about MRRA's Common Area Maintenance agreement to which the Town is a party (because it owns the former field house). The Town approved the CAM charges.
- Steve also briefed the Council on MRRA's activities and volunteered to give periodic updates to the Council.
- Steve reported that MRRA is working with the Town on a Common Development Plan for Admiral Fitch Avenue, so the entrance to Brunswick Landing will have a common feel to it.
- Steve said that staff is also meeting with the Town to design new entrance signage at Brunswick Landing and one on Bath Road. There was some discussion on what the signage would look like on Bath Road. The signage will be discussed at a Planning Board meeting later in the day. MRRA is hopeful the signage will be completed in early fall.
- It was noted that JHR will not be exercising its option for the property in Topsham; instead, it is selling the former commissary property to Wicked Joe Coffee. Consequently, MRRA will have to request subdivision approval from the Town of Topsham.

## Contract Awards.

- TechPlace Renovation Project. MRRA's consultant, Wright-Pierce, reviewed the responses of the June 4 bid opening. A total of three bids were received. Hardypond Construction was the low responsive and responsible bidder, with a bid price of \$855,480. The next step is to send the bid recommendation to the EDA for approval.

**Action Item:** Lois Skillings made a motion that the Executive Director be authorized to enter into a contract with Hardypond Construction for the TechPlace Renovation, pending EDA approval, which was seconded by John Moncure. The vote was unanimous of the Committee members.

- Relocation and Moving Services. Steve advised the Committee that in addition to requiring services to relocate MRRA's offices to building 200 (the former Navy terminal and airport operations building), on occasion MRRA needs the services of a moving company to relocate furniture and equipment in advance of new businesses locating to Brunswick Landing. On April 30, a Request for Quotations was mailed to three moving companies (11 Pleasant St., Bisson Moving and Noyes & Sons). On May 12, staff received quotations from all three bidders and 11 Pleasant Street, LLC was the apparent low bidder.

**Action Item:** John Moncure made a motion to award the contract for up to three years to 11 Pleasant Street, LLC, which was seconded by Lois Skillings. The vote was unanimous of the Committee members, except for John Peters who abstained.

- **Tree Clearing Services.** Steve said an RFP was sent out for tree clearing services in the airport. The results were reviewed by staff and MRRA's consultants, Hoyle Tanner. It was determined that of the seven bids received, Gary Pomeroy Logging was the lowest. John Moncure suggested that if the tree cutting abuts families along Jordan Avenue, that they be notified. Steve advised that most of the cutting is to the south of Jordan Avenue.

**Action Item:** Lois Skillings made a motion that the Executive Director be authorized to enter into a contract with Gary Pomeroy Logging, pending FAA and MaineDOT approval, for tree removal in the airport property, which was seconded by John Moncure. The vote was unanimous of the Committee members.

**Other Business:**

- **Electronic Board Packets.** As a follow-up to the Board's request for a secure and intuitive electronic board packet, Steve advised that he signed a one year contract with Diligent BoardBooks.

**Executive Session.** At 8:15 a.m., John Moncure made a motion to go into Executive Session pursuant to 1 MRSA Sec. 405(6)(A)(C) – (personnel matters and property disposition), which was seconded by Sande Updegraph. The vote was unanimous of the Committee members present.

**Adjournment.** The Committee came out of executive session and adjourned the meeting at 9:30 a.m.