

**EXECUTIVE  
COMMITTEE**



## **Executive Committee Meeting Notes for Tuesday, July 9, 2013**

Committee Members: Chair John Peters, Vice Chair Sally DelGreco, Treasurer Rita Armstrong, and Secretary Lois Skillings

Excused: John Moncure

MRRA Staff: Steve Levesque and Kathy Paradis

Others Attending: Board Members Daniel Daggett, John Dorrer, John Shattuck, Steve Weems and Sande Updegraph, and Kristine Schuman from DECD

Location: MRRA Conference Room 118A, 2 Pegasus St., Brunswick

Chair John Peters called the meeting to order at 7:30 a.m.

### **Strategic Planning/Retreat:**

In March, the Board held a retreat prior to its regularly scheduled Board meeting. Frank O'Hara facilitated the retreat. At the retreat, Steve Levesque went over the Strategic Plan which encompassed aspects from the Reuse Master Plan, Airport Plan, Infrastructure Plan, 5 Year Financial Forecast, Communications Plan and Business Plan. Steve asked for direction in setting up the next retreat. He also asked if a couple of Board members would assist in the planning, including guidance regarding the process for updating the Strategic Plan. Steve said he would like to be able to have the Plan adopted at the September Board meeting.

Committee Chair John Peters said that many of the Board expressed concern that Frank O'Hara of Planning Decisions, who had facilitated the retreat, hadn't produced a written report. Steve Levesque noted that a written report was not part of Frank's initial scope of work. John Peters felt that there was some question over whether the Board wanted quarterly retreats. He asked for, and received, the following input from Board members:

- John Shattuck: John would like a facilitated retreat and synthesized report. While in March retreat, the Board talked about quarterly retreats, John feels that having a retreat twice a year should be sufficient. He feels the Board needs to think globally and be more involved with strategic planning and policy for MRRA. He also

questioned whether the MRRRA needs to rotate its Board meetings among Bath, Brunswick and Topsham, noting that holding the meetings at Brunswick Landing might prove to provide continuity for attendees.

- Lois Skillings: Lois felt quarterly retreats would be too much, especially trying to get the Board together in the summer – twice a year should be sufficient. She felt the retreat was a good way to connect with the new Board. She appreciates and likes referring to the Strategic Plan.
- Sande Updegraph: Sande agreed with John Shattuck and Lois Skillings and felt the purpose of the retreat was to integrate new Board members and to share thoughts in a relaxed atmosphere. She felt having retreats twice a year would be ample, as long as it is in keeping with new Board appointments.
- Rita Armstrong: Rita felt the March retreat was good and helped the trustees work strategically by being informed. She said strategic planning has a lot to do with vision and work; Committee work is one avenue that would help the trustees become involved on a strategic level.
- Sally DelGreco: Sally felt the March retreat helped the Board understand MRRRA's communication strategy, and ways in which the Board can inform the community of MRRRA's activities, noting that the matrix, website updates and dashboard that came out of the March retreat were very helpful. She felt the retreat was not long enough. She would like the draft Strategic Plan circulated to the Board for comments prior to the next retreat.
- Steve Weems: Steve recognized that while MRRRA and its predecessor, the BLRA, have always had a strategic plan, the newer Board members needed to be brought up to speed. He feels that another retreat this year in which the strategic plan is finalized should be sufficient. It also might be an opportunity to springboard a re-introduction of the Plan to the public.

John Peters summarized that the Board would like the next retreat to be an all day, stand-alone meeting. It should be facilitated and the facilitator should write a report. At the meeting, the Board will review and finalize the Strategic Plan, which will have been circulated to the Board beforehand for comments. John Peters, Sally DelGreco and John Dorrer will assist Steve Levesque in planning the retreat. The tentative date is Friday, September 13.

Steve Levesque gave an update on property sales, noting that the Priority Group is closing on the Lodge and Rec Mall on July 26. Steve said that MRRRA had given Priority Group a license to start working on the property in advance of the closing. Steve also said that the Maine Army National Guard property was being transferred. This transfer was approved at the May 22 Board meeting in Bath.

#### **Other Business:**

Steve advised that Integrated Marine Systems (IMS) is terminating its lease effective July 12. Unfortunately, IMS did not receive anticipated government contracts because of sequestration. Steve noted that the lease was set to expire in September.

MRRA is hosting the Association of Defense Communities (ADC) 2013 ADC Base Redevelopment Forum in Portland, Maine on September 25. All Board members are invited to attend. As part of the program, Steve asked the Board if they would like to hold the September 25 Board meeting as part of the conference, for which there was unanimous agreement. Steve advised that on September 26, Brunswick Landing would be hosting a tour, concurrent sessions and lunch. Board members Dan Daggett and Steve Weems thought it would be a good opportunity to publicly recognize Maine's delegation and thank them for their support.

**Executive Session.** At 8:25 a.m., Rita Armstrong made a motion to adjourn the meeting and go into executive session pursuant to 1 MRSA Sec. 405(6)(C) – (property disposition issues), which was seconded by Sally DelGreco. The vote was unanimous of the Committee members present.

**Adjournment.** The Committee came out of executive session and adjourned the meeting at 8:18 a.m.



## **Executive Committee Meeting Notes for Tuesday, June 11, 2013**

Committee Members: Chair John Peters, Treasurer Rita Armstrong, Secretary Lois Skillings and John Moncure

Excused: Vice Chair Sally DelGreco

MRRRA Staff: Steve Levesque, Jeffrey Jordan and Kathy Paradis

Others Attending: Board Members Daniel Daggett, John Dorrer, John Shattuck, Steve Weems and Sande Updegraph, and Brunswick Liaison Denise Clavette

Location: MRRRA Conference Room 118A, Hangar 6, Brunswick

Chair John Peters called the meeting to order at 7:30 a.m. John asked the Board to abide by a rule that all cell phones be turned off during the meeting. Otherwise, if the cell phone rings, that Board member is fined \$10. The money collected will go to a charity of MRRA's choice.

### **Federal Updates.**

- Next FOST. Executive Director Steve Levesque advised that MRRA is on track for the next Finding of Suitability to Transfer (FOST) which will hopefully happen in September. Properties to be transferred are expected to include the Sea Bee compound and some small buildings in the cantonment area. The transfer of the properties should coincide with MRRA's demolition project.
- Make it in America Challenge Grant. Steve advised that the Make It in America Challenge grant for Tech Place had been timely submitted to the Economic Development Administration (EDA). It will be a multi-agency award. There are many partners in the grant, including major partners Coastal County Workforce, Inc. and Maine Manufacturing Extension Partnership. Other partners include the Brunswick Development Corporation and Maine DECD, who have each made financial commitments to MRRA to provide the 50% match of the EDA portion (\$250,000 from each entity). The award may be announced as early as late August or early September.
- HUBZone. Steve advised that staff and members of the Maine Congressional delegation are still working through the HUB Zone bill to move it into a position for

passage by attaching it to the Defense Authorization Act. The bill has the support of the Small Business Administration and the Association of Defense Communities.

- Association of Defense Communities (ADC). Steve advised that he and MRRRA's Deputy Director, Jeffrey Jordan, will be attending the 2013 Defense Communities National Summit in Washington, D.C. from June 11-14. Steve is the Council Chair for the ADC's LRA Directors Council. The Directors Council will be meeting with John Conger, Acting Deputy Under Secretary of Defense for Installations & Environment, to discuss current challenges and successes of base redevelopment projects.

## **State Updates.**

### Pending Legislation:

- LD 1179. The so-called MRRRA Board membership bill died between the houses.
- Steve advised that Senator Gerzofsky has sponsored a bill (LD1180) for a \$25M bond package of which Brunswick Landing and the former Loring Air Force Base redevelopment project in Limestone would each receive \$10M – the additional \$5M is for the Maine Rural Development Authority. The bill will be heard on June 12 before the Appropriations Committee. Steve will not be able to attend since he is traveling to the ADC conference. John Peters will speak for bond approval. Steve noted that so far MRRRA has parlayed \$3M in state funds into \$100M in private investment.

## **Local Updates.**

- Town of Brunswick. Brunswick/MRRRA Liaison Denise Clavette updated the Committee on the transfer of Building 211 (Rec. Center) to the Town. The Navy will transfer the building to the Department of Interior probably in mid-July for -- just the building itself without parking lot(s).
- Denise also reported that the Recreation, Trails and Open Space (RTOS) Management Plan for REC 7, a 591-acre parcel, will be presented at a Brunswick Town Council Public Hearing on Monday, June 17, along with a proposed name: the Kate Furbish Preserve. Denise noted that Catherine "Kate" Furbish was lifelong Brunswick resident and biologist. The property will soon be conveyed by the National Park Service to the Town.
- Town of Topsham. John Shattuck, MRRRA Trustee and Topsham's Director of Economic and Community Development, reported that Steve Levesque and Hilary Rockett of JHR Development have negotiated a deal. The Town of Topsham is working on a zoning ordinance to provide for light manufacturing.

## **Property Closing Updates.**

Steve advised that the closing on the sale of the second block of BEQs (76 units) to George Schott is scheduled for next week, and closing for the Priority Group is still in the works for the former Navy lodge (building #31) and the former Recreation Mall (building #583).

**Contract Award.** Treasurer Rita Armstrong advised that MRRRA send out Requests for Proposals for Auditing Services on March 8 and received five responses. Three firms were interviewed by Dan Daggett, Jeffrey Jordan and Rita Armstrong: Runyon Kersteen Ouellette (RKO), Purdy Powers and Company, and Berry Dunn. Rita said that it was determined that RKO was the clear choice based on a number of criteria, including cost and extensive experience with municipalities, Pease Development Authority, and public utilities.

Denise Clavette, while not a MRRRA trustee, disclosed that her son works for RKO.

**Action Item:** Rita Armstrong made a motion to award the bid for auditing services to Runyon Kersteen Ouellette, and to authorize the Executive Director to enter into a contract for auditing services, which was seconded by John Moncure. The vote was unanimous of the Committee members present.

### **Other Business.**

Steve advised that MRRRA is taking the Navy's Integrated Natural Resources Management Plan and modifying it for MRRRA use for the airport property. Steve said meetings are scheduled with the Town of Brunswick, Bowdoin College, Maine Department of Transportation, Maine Inland Fisheries and Wildlife Department, and the USDA. Steve said he was hopeful a plan would be brought to the Board for approval in September.

Steve said he received a call from local developer Jim Howard who asked if we'd like to dedicate the park at the corner of Admiral Fitch Avenue and Pegasus, where an existing P-3 aircraft is located, to honor the memory of the men and women who served at NASB. A discussion ensued about the possibility of relocating memorial plaques currently at the Chapel building to the park, and who would be responsible for maintaining the park (Jim Howard, Brunswick Naval Museum and Memorial Gardens, or MRRRA). Steve noted that after receiving quotes it was determined to be cost prohibitive to move the P-2 on Admiral Fitch near the entrance to Brunswick Landing to the proposed park.

The Committee discussed a letter from the Department of Defense's Office of Economic Adjustment project leader Bryant Monroe in which he cites MRRRA for its economic development efforts and its leadership by example. The Committee strategized as to the best way to get this message out. It was decided that a press release would be drafted. Steve also said the message could be reinforced when MRRRA hosts the Association of Defense's September 2013 Base Redevelopment Forum.

At 8:25 a.m., with a quorum of Board members in attendance, a Board meeting was opened.

**Action Item:** At 9:00 a.m., after adjourning from the Board meeting, and noting that the Executive Committee had not been adjourned, John Moncure made a motion to go into executive session to discuss personnel matters pursuant to 1 MRSA Section 405(6)(A).

**Action Item:** At 9:51 a.m. Rita Armstrong made a motion to adjourn the Executive Committee's executive session and reconvene to regular session, which was seconded by John Dorrer. The vote was unanimous of the Committee members present.

**Action Item:** John Peters made a motion to approve the renewal of the Executive Director's employment contract as presented, which was seconded by Rita Armstrong. The vote was unanimous of the Committee members present.

**Adjournment:** At 10:00 a.m. John Peters made a motion to adjourn the meeting, which was seconded by John Shattuck. The vote was unanimous of the Committee members present.