

Executive Committee

Meeting Notes of
November 4
October 1



Executive Committee Meeting Notes for Tuesday, November 4, 2013

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

MRRRA Staff: Steve Levesque and Kathy Paradis

Others Attending: MRRRA Board Members Sande Updegraph and Steve Weems, and Governor's Account Executive Kristine Schuman

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

Chair John Peters called the meeting to order at 7:33 a.m.

Property Transfers.

Executive Director Steve Levesque gave an update on property sales/lease updates. He noted that MRRRA should receive an economic development conveyance this month consisting of about 60 acres, and including the Seabee compound, PD station, new tower, old shooting range, and some properties scheduled for demolition.

Now that the Department of Environmental Protection has worked through the vapor intrusion issues, Steve said the Navy is finalizing the Finding of Suitability to Lease (FOSL) regarding Building 250/Hangar 4, which will pave the way for the Navy to issue a Lease in Furtherance of Conveyance (LIFOC).

Property Sales/Lease Updates.

Brunswick Sewer District. MRRRA entered into a one year lease with the Brunswick Sewer District on November 3 for building #153 located at 180 Orion Street.

Topsham Commerce Park. Steve expects to close on the approximately 5.6-acre Topsham Commerce Park (TCP) commissary property with JHR Development later in the month,

noting that the Purchase Agreement calls for a cash down payment and promissory note, and that JHR has an option to purchase an additional 5.6 acres at TCP.

Affordable Midcoast Housing/Schott. Steve expects to close on the hotel property (building #750) with George Schott by December 15.

The Priority Group. The Priority Group is moving forward with its plan to purchase the former Exchange.

Federal Updates.

HubZone Legislation. Steve advised that Senator King has advised that this legislation may get in the Defense Authorization Act by the end of November, after which it would go to a Senate Committee and then to the House.

New Markets Tax Credits. Steve advised that the Association of Defense Communities (ADC) has endorsed legislation that U.S. Rep. Mike Thompson (California) has introduced. The New Markets Tax Credit Military Installation Act of 2013 would authorize up to \$100 million per year for distressed communities that have had military installations closed or realigned.

Association of Defense Communities (ADC). Steve said he has been invited by the ADC to speak before the The House Defense Communities Caucus, which is holding a briefing on redevelopment issues on November 12. In addition to discussing the redevelopment of former bases, the HubZone and NMTC bills will be discussed.

Make It In America Challenge. Steve advised that MRRA (and other stakeholders) was one of eleven recipients of the Make It In America Challenge grant to support the establishment of an advanced manufacturing accelerator at TechPlace and workforce training. The grant is for \$1.5M with matching funds from MRRA, the Maine Department of Economic and Community Development, and the Brunswick Development Corporation. The grantors include a number of federal agencies coming together to accelerate job creation, worker training, foreign direct investment, and domestic business expansion. MRRA was pleased to receive national recognition. Steve said that the contracts and commitments have been signed, and there are already a couple of prospective tenants interested in locating to TechPlace.

Contract Awards.

Meters/Lighting/ADA Project. Steve advised that after being advertised, MRRA received only one response to its RFP for the project entitled "Phase 2 Miscellaneous Building Water Meter, Electric Meter, Lighting, ADA and Life Safety Modifications" from S.J. Wood Construction for \$903,994 (coming within 0.93% of our engineering estimate). Wright-Pierce analyzed the bid and has recommended award pending authorization by the Economic Development Administration. MRRA staff reviewed its solicitation process to determine consistency with MRRA's procurement policy and determined the matter to be consistent and is recommending that the contract be awarded to S.J. Wood.

Action Item. Rita Armstrong made a motion for MRRA staff to seek authorization from the Economic Development Administration (EDA) to award the Phase 2 Miscellaneous Building Water Meter, Electric Meter, Lighting, ADA and Life Safety Modifications contract to S.J. Wood Construction Company, Inc., and upon receipt of approval of award from the EDA, to authorize the Executive Director to enter into a contract with S.J. Wood Construction Company, Inc., which was seconded by John Moncure. The vote was unanimous of the Committee members.

Sewer System Maintenance. Brunswick Sewer District (BSD) currently is under contract with MRRA to complete repairs in the wastewater collection system as part of MRRA's efforts to arrest inflow and infiltration at Brunswick Landing. MRRA has been working with BSD since 2010 with the goal of transferring the sewer system to BDS. On a sole source procurement basis, staff is recommending that MRRA enter into an annual contract with BDS in the amount of approximately \$16,000 to perform required periodic maintenance at Brunswick Landing on a time and material basis.

Action Item. Lois Armstrong made a motion to authorize the Executive Director to enter into an annual agreement with the Brunswick Sewer District for the maintenance and repair of the wastewater facilities at Brunswick Landing, which was seconded by Rita Armstrong. The vote was unanimous of the Committee members, except John Moncure who had recused himself because of a conflict of interest.

TACAN Tower/Cell Tower Management. The TACAN communications tower, located south of the new Marine Reserve facility, was part of the Maine Army National Guard property exchange that occurred earlier in the year. When the Navy owned the tower it was a navigational aid for the military. When the Navy left, it removed the navigational aid but the tower still stands. The tower is an asset since MRRA may be able to use it with multiple cell companies. Staff received a proposal from Tilson Technology Management who is in the business of managing tower portfolios on a commission basis. Staff is recommending the Executive Director be authorized to enter into a contract with this sole source vendor.

Action Item. Rita Armstrong made a motion to authorize the Executive Director to enter into a contract with Tilson Technology Management for the management of the TACAN tower, which was seconded by John Moncure. The vote was unanimous of the Committee members.

Airport Terminal Renovation Update. Steve advised that the interior first floor demolition is complete and the contractors are preparing to pour the concrete for the elevator. FlightLevel, MRRA's fixed base operator for the airport, will relocate from Hangar 6 into the building. He also advised the Committee that MRRA is getting a separate quote from the contractor for some renovations to the upstairs for MRRA relocate its offices.

NBAA & Trade Mission Update. Steve discussed his recent trip to the National Business Aviation Association (NBAA) conference in Las Vegas and noted that Tempus Jets and Kestrel Aircraft also attended the conference that was held October 21-24.

Steve said that on October 27-30, he traveled with the Governor's Trade Mission to Mexico through the Maine International Trade Center. Of interest, he met with a company that generates business leads in South America on a commission basis. Steve discussed an aeronautical university in Mexico that Brunswick Landing could emulate on a smaller scale. Steve will be talking to SMCC about aeronautical classes.

Board Retreat/Annual Meeting. The Board Retreat will be held on November 20 at the The Brunswick Inn, and Frank O'Hara of Planning Decisions will facilitate it. The Annual Meeting and Dinner on November 21 will be held at the Hilton Garden Inn Freeport. The former Director for Navy BRAC Program Management Office East, David Drozd, will be the speaker at the Annual Dinner.

Other Business.

- **Nomination Committee.** Rita Armstrong advised that the Nominating Committee, with the concurrence of the other Board members, has decided to re-elect the current MRRA officers.
- **Vigilant Guard.** Steve advised that the National Guard is hosting a state-wide exercise titled Vigilant. The exercise will have more than 1,000 participants and will test and demonstrate emergency management and first responder capability of multiple agencies throughout the Northeast. Lois Skillings noted that the Midcoast Hospital is also involved in the exercise.
- Wright-Pierce is performing the design work for the parking lot between the former Navy Exchange and the Navy Lodge.
- MRRA is talking with WBRC about designing signage and working on a directional kiosk at the entrance of Brunswick Landing. Steve said he was meeting with the Brunswick Planning Office to discuss the matter, as well as access points for the property.
- Steve advised that Kestrel continues to work on obtaining financing.

Adjournment. At 8:29 a.m., John Moncure made a motion to adjourn the meeting, which was seconded by Steve Weems. The vote was unanimous of the Committee members.



Executive Committee Meeting Notes for Tuesday, October 1, 2013

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

Excused: Vice Chair Sally DelGreco

MRRRA Staff: Steve Levesque and Kathy Paradis

Others Attending: Board Member Sande Updegraph, Kristine Schuman from DECD and Denise Clavette from the Town of Brunswick

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

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

Property Sales/Lease Updates.

Executive Director Steve Levesque gave an update on property sales/lease updates. He noted that MRRRA is uncertain if the impending federal shutdown will impact expected transfers to MRRRA from the Navy. He noted that the Navy and MRRRA are working on finalizing the Finding of Suitability to Lease (FOSL) in Furtherance of Conveyance of Building 250/Hangar 4; however, the Department of Environmental Protection has some vapor intrusion issues we are trying to work through.

Other properties being transferred included the Seabee compound, PD station and the tower on the west side of the property.

Marketing Opportunities. After sending a Request for Proposals and reviewing them, MRRRA has selected CBRE/The Boulos Company, a commercial real estate brokerage firm, to market some properties (buildings 86 and 554) at Brunswick Landing. RE/MAX Riverside has been selected to market some of the smaller properties (i.e., the gas station and night flight properties). Steve also noted that The Priority Group is marketing some of the

properties they are going to purchase at the entrance to Brunswick Landing on Admiral Fitch Avenue.

Other marketing opportunities include trade shows. Bob Rocheleau, MRRRA's Property Manager, is attending the Data Center World trade show in Florida, and Ben Sturtevant, MRRRA's Communications Coordinator, will be attending a composites trade show called the JEC Americas. Steve will be attending the National Business Aviation Associations' (NBAA) convention and exhibition, as well as a trade mission organized by the Maine International Trade Center, and attended by the Governor, in Mexico and Columbia.

Retreat. Steve noted that the Board retreat originally scheduled for September 13 had been postponed because there was uncertainty whether the Governor was going to make nominations or reappointments in September (terms expired for Board members Rita Armstrong, Sally Delgreco and John Shattuck in September) or in January 2014. Since the nominations or reappointments did not occur in September, it was decided to hold a retreat on Wednesday, November 20, at the Brunswick Inn, 165 Park Row. Frank O'Hara of Planning Decisions will be asked to facilitate the retreat.

Other Business.

- **Nomination Committee.** Chair Peters said he would appoint a Nomination Committee to nominate MRRRA officers.
- **ADC Recap.** Steve said the Association of Defense Communities (ADC) was very pleased with its 2013 Forum held in Portland and Brunswick, and he heard nothing but positive feedback from the attendees. He believes the participants liked that it was focused on BRAC'd and legacy bases, as opposed to growth bases. He noted that the attendees were impressed with what MRRRA has accomplished, and that the lobster bake lunch was very well received.
- **Speed Limits.** Steve reminded the Board that speed limits at Brunswick Landing have been set at 35 mph on Admiral Fitch Avenue and Orion Street (SeaHawk Avenue to the backgate). The rest of the property will be posted at 25 mph starting October 10. The Brunswick Police will also have policing jurisdiction over the property starting October 10.
- **Pedestrian Crossing.** The back gate to Brunswick Landing will be opened on or about October 10. It was agreed that there should be a stop sign and crosswalk for pedestrians crossing from the Mere Creek Golf Course club house to its golf course.
- **I & I.** Steve stated that the Brunswick Sewer Department has been investigating and videoing aspects of the I&I (Inflow and Infiltration) system at Brunswick Landing. MRRRA learned that it will not cost as much as originally anticipated. There are some quick fixes totaling about \$75,000 involving about 20 places that will require spot repair of pipes. Steve asked that the Committee authorize him to enter into a contract with the Sewer District, under the sole source rule, to repair the spot fixes. Lois Skillings said that to do otherwise would be like throwing money down the drain. The sooner the repairs are made, the more money MRRRA will save. The other, more complex, work will be sent out to bid.

- **Action Item.** Rita Armstrong made a motion to authorize the Executive Director to enter into a contract for approximately \$75,000.00 with the Brunswick Sewer Department for sewer repairs, which was seconded by John Moncure. The vote was unanimous of the Committee members present.

Executive Session. At 8:03 a.m., John Moncure made a motion to adjourn the meeting and go into executive session pursuant to 1 MRSA Sec. 405(6)(A) – (personnel matters), which was seconded by Rita Armstrong. The vote was unanimous of the Committee members present.

Adjournment. The Committee came out of executive session and adjourned the meeting at 8:35 a.m.