



MIDCOAST REGIONAL REDEVELOPMENT AUTHORITY

Meeting Minutes
December 15, 2009

Present: Arthur F. Mayo, III (Chair), Gary Brown, Adam Cote, Donald Hudson, John Moncure, Charles Spies III, Thaxter Trafton, and Dana Totman

Staff: Steven Levesque, Jeffrey Jordan, Robert Rocheleau, Victoria Boundy, Clare Tosto, and Kathy Paradis

Location: Topsham Town Hall, 100 Main Street, Topsham, Maine

Time: 4:00 p.m.

Welcome and Introductions: Chair Art Mayo welcomed the attendees and announced that for the next few months, Board meetings would be rotated among Brunswick, Topsham and Bath. Also, the meetings will be taped and available for viewing on local cable channels.

Host Community Comment: Jim Ashe welcomed the Board on behalf of the Town of Topsham. He took the opportunity to thank Executive Director Steve Levesque for giving an update at a recent Topsham Board of Selectmen's meeting.

Minutes: John Moncure made a motion to approve the Board minutes of the November 17, 2009 meeting, which was seconded by Charlie Spies. The vote was unanimous of the Board members present.

Executive Director's Report:

Legislative Matters. Executive Director Steve Levesque said with the recent resignation of MRRA Board member Shepard Lee, there are now three vacancies on

the board. In addition, Charlie Spies and Gary Brown are under consideration for reappointment by the Governor. Steve indicated that the Governor hopes to make a decision by the end of the week, after which they will be subject to confirmation of the Business Research and Economic Development (BRED) committee in early January. Hopefully, MRRA will have a full Board in February.

ICAS Convention. Steve said that he attended the International Council of Air Shows (ICAS) Convention this past week. He said that last July, MRRA submitted a request to the Blue Angels flight demonstration team to perform at a future air show in 2011 after the base closes. MRRA had to get the application in because the Blue Angels require a two year's lead time. While there was a substantial amount of competition for this demo team and this prime date, Steve was pleased to announce that Brunswick was selected for the weekend of August 27 & 28, 2011, which is the centennial celebration of Naval Aviation. In addition, Steve indicated that a number of very highly regarded aerobatic performers also want to be part of MRRA's first civilian show.

Steve said that MRRA has a unique opportunity to showcase the base property to the aviation community and bring much needed dollars to area businesses and MRRA, as well as create other value added tourism opportunities for Maine.

ADC Winter Conference. The Association of Defense Communities (ADC) will be holding its Winter Forum in Albuquerque, New Mexico from February 22-24, 2010. Steve said that he would be attending, along with Deputy Director Jeffrey Jordan and board member Thaxter Trafton.

Upcoming Bond Issue. Steve reiterated for the Board that in the last session the Legislature recommended an \$8 million bond package for NASB (\$4.75 for SMCC and \$3.25 for MRRA), which will be considered by the citizens of Maine in June. Recently, there have been a number of calls from people asking how they can raise awareness of this bond. The Board discussed the fact that because MRRA is funded with federal money it cannot contribute to any campaign or lobby on its own behalf. However, MRRA can provide educational material on the benefits of the funds and participate in speaking engagements without encouraging people on how to vote.

Chair Art Mayo presented a plaque in recognition of the service of former Board member John Richardson, noting that he was also the former Commissioner of the Department of Economic & Community Development and had also served on the Brunswick Local Redevelopment Authority Board and had been greatly involved in the legislation creating the local redevelopment authority when he was Maine's Speaker of the House.

John Richardson said it was a great honor to receive the plaque and thanked everyone. He recounted the beginning of the Brunswick Local Redevelopment Authority and many of its achievements, most importantly that the Authority was a regional entity. He encouraged the Board to remain collaborative and thanked them for the recognition.

Committee Reports:

Executive Committee.

- *Goals for MRRA Statute.* Executive Director Steve Levesque said it was important to articulate MRRA's goals. A long-term goal is to create 14,000 jobs at full maximum build out – the ultimate goal. An intermediate goal would be to recover the economic impact and total active base employment of the base, i.e., about \$140M of annual payroll, and create 2,700 fulltime jobs, which is roughly the equivalent of the total base employment. The short-term goal would be to recover active base civilian employment (create approximately 700 jobs).

Gary Brown talked about managing expectations and whether to set a length of time in which the goals should be met. Steve said we could speculate as to the length of time for each goal; however, other controlling factors may negate them, such as how long the Navy takes to convey the property, the economics of the marketplace, MRRA's financial resources), geography, and the like. Steve noted that on a national level it takes between roughly between 15 and 20 years to recover the economic impact of base closure. Pease Air Force base took about 17 years, and Plattsburg has not recovered yet. Geography plays a factor.

The Board discussed adding specific timeframes for each goal.

Action Item: Gary Brown made a motion that the MRRA Board approve the following goals of MRRA as recommended by the Executive Committee and as amended by the Board, which was seconded by Charlie Spies, as follows:

MRRA's primary objective is to facilitate the rapid redevelopment of the base properties in order to realize full build-out of NASB and the Topsham Annex in accordance with the adopted reuse master plans. In working towards this objective, there are several short, intermediate and long-term milestones or goals that MRRA should strive to achieve, as follows:

- Short-term Goal:
 - Recover active base civilian employment (create approximately 700 jobs) within three years

- Intermediate Goals:
 - Recover economic impact of active base (create approximately \$140 million in annual payroll) in 10-15 years
 - Recover total active base employment (create approximately 2,700 jobs) in 10 to 15 years
- Long-term Goal:
 - Realize maximum build-out of base properties (create approximately 14,000 jobs) in 25-30 years

The vote was unanimous of the Board members present.

- *Prospect Management Protocol.* Steve said that it is important to have the Board approve a Project Management Protocol to manage business leads, noting that MRRA is currently in discussions with about 46 companies. Steve read the protocol for the Board. Adam said that he would support the protocol with the caveat that this should be an agenda item for the Board retreat next year since the Business Attraction Committee may want to be involved in some of the tasks.

Action Item: John Moncure made a motion to approve the Prospect Management Protocol as approved by the Executive Committee, which was seconded by Donald Hudson, as set forth below:

Prospect Management Protocol

Development Criteria

In order to be considered for a future development partner to lease property at NASB and Topsham Annex, entities interested in leasing space must meet the following criteria:

- Project must be consistent with Master Reuse Plan
- Project must create quality jobs proportional to occupied premises
- Project must be in target industry or supportive service
- Project creates opportunity to generate significant revenue (short term events)
- Project creates opportunity to have significant community benefit

Property Lease Review Process

In order to facilitate an orderly and coordinated process for managing business prospects, the following protocol is outlined:

- Step 1. MRRA staff or Trustee receives initial inquiry – Refer to Steve Levesque
- Step 2. Company completes Business Information Form and discusses project with MRRA staff
- Step 3. Company submits Letter of Interest to Lease with Business Plan which demonstrates satisfactory evidence of financial ability to support market rate lease and management capacity to support business growth
- Step 4. MRRA staff reviews information with Executive Committee and requests additional information, issues Letter of Denial, or Letter of Intent to Lease, which will spell out the general terms and conditions of a proposed lease
- Step 5. MRRA staff and Company negotiate Lease
- Step 6. MRRA Executive Committee reviews proposed Lease and makes recommendation to Board
- Step 7. Board of Trustees approves Lease
- Step 8. MRRA staff and company coordinate Town and State permits

The vote was unanimous of the Board members present.

- *Personnel Policy.* Executive Director Steve Levesque requested that the Personnel Policy be amended to include an appropriate statutory reference and a vacation buyout provision. Board member Charlie Spies said having a buyout provision is a good management tool to stabilize accrued vacation time.

Action Item: John Moncure made a motion to amend Article 8-1(a)(6) and insert new provision 8-1(a) (9), as recommended by the Executive Committee, which was seconded by Don Hudson. The revisions are underlined in the text immediately below:

Section 8-1(a)(6): Accrued vacation leave shall be paid to an employee upon separation from service or to his/her beneficiary or estate upon death in accordance with 26 MRSA Sec. 626.

Section 8-1(a)(9). Vacation Buy Out. It is the general policy of MRRA that employees should utilize vacation time each year as an important time for rest, relaxation and renewal. However, in order to prevent the accumulation of

excess vacation time which may affect organizational performance, the Executive Director, at his or her discretion, may award a payout of accrued vacation time to full time employees on an annual basis, not to exceed fifteen days. Employees making such a request must have a minimum of 75 hours of accrued sick time on the books at the time of the request and retain a minimum of 75 hours of vacation time on the books at the time of the request.

The vote was unanimous of the Board members present.

- *Air Show.* Steve said that the Navy's Blue Angels aerobatics team has agreed to return to Brunswick in 2011 for another Great State of Maine Air Show, which will coincide with a centennial celebration of naval aviation. Steve said that the air show could also showcase the base property to the public and prospective companies wishing to locate on base. In addition, the show could generate some revenue for MRRA. He also said MRRA officials have begun talks with the Maine Office of Tourism to develop vacation packages focused on the air show.

Action Item: John Moncure made a motion that the Board approve holding an air show on NASB in 2011, as recommended by the Executive Committee, which was seconded by Gary Brown. The vote was unanimous of the Board members present.

Finance Committee.

Deputy Director Jeffrey Jordan presented an overview of MRRA's 2010 Work Plan and annual budget, which was approved by the Office of Economic Adjustment (OEA) earlier in the day. A copy of the Work Plan and annual budget is attached to the official minutes of this meeting. It was also noted that because OEA requested BRAC communities to significantly reduce their 2010 budgets, it agreed that MRRA could carryover \$161,000 in its current year's budget to the 2010 calendar year. This reduced the budget reduction impact from \$235,000 to \$74,000. Charlie Spies thanked Jeffrey Jordan for all of his hard work.

Action Item: Charles Spies made a motion that the Board approve MRRA's 2010 Work Plan, 2010 annual budget, as well as an amendment to extend the 2009 OEA contract for a third year, as approved by OEA and recommended by MRRA's Finance Committee, which was seconded by Don Hudson. The vote was unanimous of the Board members present.

Other Business: None

Public Comment: None

Executive Session: At 5:00 p.m. John Moncure made a motion to go into executive session to discuss property matters pursuant to 1 MRSA Section 405(6)(C), which was seconded by Gary Brown. The vote was unanimous of the Board members present. At 5:20 p.m. John Moncure made a motion to adjourn and reconvene the MRRA Board meeting, which was seconded by Art Mayo. The vote was unanimous of the Board members present.

Action Item: John Moncure made a motion to amend Executive Director Steven Levesque's employment contact so that it is consistent with the Personnel Policy regarding vacation buyout, which was seconded by Charlie Spies. The vote was unanimous of the Board members present.

Adjournment: A motion was made by John Moncure to adjourn from the Board meeting, which was seconded by Gary Brown. The vote was unanimous of the Board members present.

Dana Totman, Secretary

ATTENDEES OF 11-17-09 MRRA MEETING

Name	Company/Organization/Residency
Leighton Cooney	Governor's Office
Brian Whitney	Senator Snowe's Office
Jim Pineau	Representative Pingree's Office
Dave Watson	Brunswick Town Council
Catherine Ferdinand	Bowdoin College
Seth Koenig	Time Record
Annee Tara	Coastal Journal
Rich Roedner	Town of Topsham
Bob Dale	Brunswick Park and Gardens
Hersch Sternlieb	Brunswick Park and Gardens
Don Spann	RE/MAX Riverside