



## MIDCOAST REGIONAL REDEVELOPMENT AUTHORITY

Meeting Minutes  
July 21, 2009

**Present:** Arthur F. Mayo, III (Chair), Gary Brown, Shepard Lee, John Moncure, John Richardson, Charles J. Spies III, and Dana Totman

**Absent:** Adam Cote and Donald Hudson

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

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

**Time:** 9:02 a.m.

**Welcome and Introductions:** Chair Art Mayo announced that there would not be an August Board meeting and then welcomed the attendees and invited them to introduce themselves.

**Host Community Comment:** Jim Ashe, Topsham Town Manager, welcomed the Board to Topsham. He noted that he appreciated the way the Board holds its meetings in different communities, giving each community an opportunity to participate. Jim also updated the Board on the Topsham Annex that the Town had adopted rezoning language and new zoning for area surrounding annex (100 acres in total).

**Minutes of Previous Meeting:** John Moncure noted that the June Board meeting had been cancelled and made a motion to approve the May 19, 2009 minutes as presented, which was seconded by Charles Spies. The vote was unanimous of the Board members present.

### **Executive Director's Report:**

**Zoning:** Steve informed the Board that at its July 20 meeting, the Brunswick Town Council approved a zoning ordinance for NASB, concluding a two year process. He thanked Town staff members Gary Brown and Anna Breinich for their hard work in making it come to fruition. He also thanked Bowdoin College's Catherine Ferdinand, Planning Decisions

consultant Mark Eyerman, and a special thanks to MRRA's Planning and Environmental Manager, Victoria Boundy.

Comments: Gary Brown echoed Steve's comments regarding the collaboration efforts of MRRA and Town staff. Gary noted that the zoning is consistent with MRRA's Reuse Plan and provides for an expedited review process for the initial reuse of existing buildings for a similar use. Gary also said the Town Council did a good job of listening to BASCE and balancing the concerns of all involved.

#### Legislative Matters:

- State: Steve reported that the Maine Legislature approved a \$150 million bond package, which includes \$8 million for the redevelopment of NASB. He stated that \$4.75 million will be allocated to SMCC for campus improvements on base, and \$3.25 to MRRA for building and property improvements. Steve thanked all of the members of the midcoast delegation, and specifically Senator Gerzofsky, for their hard work in convincing the rest of legislative body that the base closure impacts are of concern to the entire state. Steve said the next step is for the voters to approve the bond in June of 2010.
- Board Vacancies: Steve noted that with the resignation of Heather Collins, the Board now has two vacancies. From his discussions with the Governor's office, Steve believes that the legislative confirmation hearings for new Board members will be sometime in September or October.
- Federal: The Maine Congressional delegation continues to work on no-cost economic development conveyance provisions of the DOD Reauthorization Act. These no-cost EDCs are consistent with the previous BRAC rounds (e.g., Loring, Devens and Pease). He indicated that the House unanimously supports no-cost EDC to LRAs; however, the Senate version was not as strong. Consequently, it appears that the ultimate language will go to the joint conference committee to resolve the difference.

Joint Reserve Center: The development of the Joint Reserve Center (JRC) appears to be moving at a fast pace with the facility design approved by both parties. The Marine Corps at the Topsham Annex have to leave by 2011 and will relocate on the property set aside on base by the BLRA in the Reuse Master Plan. The Marine Corps funding is part of the 2010 BRAC account; however, the Maine Army National Guard's BRAC funding will not be available until 2012. Therefore, even though there will be shared aspects, there will be two different buildings for the Marine Corps and Maine Army National Guard on the JRC site.

Consultant Projects Update: Steve deferred giving an update since the consultants would be giving presentations later in the meeting.

#### Personnel Updates:

- Part-time Accountant. Steve announced that Marlene Dye had been hired on a contractual basis (initially 8 to 12 hours a month) as MRRA's part-time accountant.
- Clean Tech Manager. Steve advised the Board that in anticipation of the EDA contract, MRRA advertised for Clean Tech Manager. The duties of this person

include managing the feasibility study scope of work, working with public and private energy and funding partners, and seeking additional funding to support the Renewable Energy Center project.

- Art said that Heather Collins resigned and will be sorely missed. In her place, Art appointed Dana Totman as acting secretary until the Board elections in October. Art also advised that he had appointed board member Adam Cote to chair the Business Attraction Committee; Gary Brown to sit on the Executive Committee, and has moved Shep Lee from the Finance Committee to the Airport Committee.

## **Study Updates.**

BNAS Housing Disposition & Redevelopment Plan – Presenter: Peter Roche of Development Synergies, LLC.

Prior to introducing Peter Roche, Steve Levesque gave some base housing background stating that MRRA initially started the housing strategy by thinking it would work together with Balfour Beatty and figure out the what to do with the base neighborhoods. Rather than strategize with MRRA, Balfour Beatty decided to test the market and solicited bids on housing assets (housing owned by Balfour Beatty; land by US government). MRRA submitted an unsuccessful bid. Balfour Beatty is working with the apparent successful bidder.

Mr. Roche thanked the Housing Committee and Housing Group for their input and insights in the issues surrounding NASB Housing. He thanked and acknowledged McDonald Associates, Planning Decisions, Kent Associates, Gates Leighton & Assoc., and the Moran Company for their assistance in the study. Mr. Roche stated that his company became involved in the housing strategy in the fall of 2008. He summarized the BNAS Housing Disposition & Redevelopment Plan (namely, housing strategy goals, challenges, market impact area, BNAS portfolio (assets), BNAS housing liabilities, current ownership structure, strategic implications related to the ground lease, market demand, potential new markets, market goals, design strategies, market niche by neighborhood, pricing strategies, development structure alternatives, asset management, and recommendations).

Commissioner Richardson said he found it troubling that Balfour Beatty does not attend any MRRA Board meetings. He hopes that MRRA will establish a good relationship with the prospective purchaser in case we do not acquire the land or are the master developer.

Operations Plan – Presenter: John Blanchard of Matrix Design Group.

John said that the BNAS housing and airport are key components to operations plan. In preparing a financial model many considerations were taken into account, including the following:

- Property Disposition Strategy
- Public Benefit Conveyance and Economic Development Strategies
- Environmental Cleanup Issues
- Long-term Capital Improvement Plan
- Maintaining Utility Systems
- Investigating Market Absorption Rates/Development Potential
- Financial Plan to Support Operations and Redevelopment Efforts

John said that Matrix has been working with subconsultant Wright Pierce to develop an infrastructure plan. They are investigating road maintenance issues and methods to generate funds to improve the leasehold structures. In addition, Matrix has been preparing the Economic Development Conveyance (EDC) application, as well as developing a strategy regarding the transfer and timing of parcels on base. John said the EDC application and the Operations Plan should be ready by September.

John also spoke about some of the challenges regarding operations, chiefly, slow absorption rates.

Airport Master Plan – Presenter: Evan MacDougal of Hoyle Tanner & Associates

Evan gave a status report of the tasks performed to date regarding the Airport Master Plan, namely:

- Scope Development – Done
- Review of Existing Studies – Done
- Update Facility Condition Reports – Done
- Information Gathering – 99%
- Identify Future Operating Scenarios – Done
- Compare Scenario-driven Facilities Needs – Done
- Develop Draft Airport Layout Plan – 75%
- Analyze Impacts – 50%

Hoyle Tanner is currently working on:

- Airport Layout Plan
- Terminal Area Options
- Instrument Approach efforts
- Capital Planning (FAA AIP Entitlement)

He also stressed that funding is not available if it is not specified in the Plan. As to instrument approach efforts, Evan encouraged MRRA and FAA to take the LPV (Localizer Performance with Vertical Guidance) approach, and also requested the FAA to encourage the Navy to leave existing ILS system in place. He said the ultimate objective is a self-sustaining general aviation airport where operating, maintenance, and eligible FAA Airport Capital Improvement Program (ACIP) costs are paid with Airport generated revenue.

Board Chair Art Mayo then introduced Bryant Monroe, Project Manager of the Office of Economic Adjustment/Department of Defense. Art said that OEA is MRRA's major funding partner, and OEA makes it possible for us to do our work by funding 90% of MRRA's operations (a 10% match comes from the Maine's Department of Economic & Community Development of which Board member John Richardson is the Commissioner). Bryant Monroe stated for the record that he is impressed with the way this community reacted to the 2005 BRAC announcement and its march forward. He said that the breadth and speed of what has been accomplished is remarkable, stating that other communities could learn from Brunswick. Bryant said this process has been an effort about partnerships (towns in the vicinity of the base, state officials, navy officials, local officials, federal delegation, FAA people, MRRA staff (kudos to Executive Director Steve Levesque and Deputy Director Jeffrey Jordan). Bryant said that the community should appreciate these efforts.

Bryant presented a categorical overview:

- **Organization:** Bryant said that OEA has recognized 116 Local Redevelopment Authorities, and that multi-jurisdictional BRAC'd bases are by far more difficult – MRRA has done very well making it work.
- **Master Reuse Plan:** The U.S. Housing and Urban Development (HUD) received over 100 plans submitted for review, 53 of which have been approved by HUD. Notable is that MRRA is one of two of the 100 (and one of two of the 25 major sites) with a HUD approved homeless component.
- **Implementation:** OEA has provided \$45M to 62 communities. MRRA is among those receiving the most dollars (\$3M). Bryant reassured MRRA that more money will come, and thanked MRRA for making it easy to do his job.

Bryant then introduced OEA's Associate Director Dave Witschi. David is responsible for assisting communities impacted by base closures that result in worker layoffs and other personnel reductions or increases. Additionally, he is responsible for OEA's overall coordination of the President's Economic Adjustment Committee, and he serves as the OEA liaison to the Departments of Commerce, Treasury, Homeland Security and Interior and the Office of Personnel Management. His mission is to provide information to other federal agencies so they can be responsive to MRRA's needs. He indicated that late next year, the Navy will be talking about property disposal and that federal agencies are now beginning the budget processes for 2011, so OEA needs to let them know what to expect.

Board member Dana Totman commented that Bryant had been instrumental from the very beginning in guiding the Board in the right direction, and he thanked Bryant for his work and patience. Board member John Richardson echoed Dana's sentiments.

## **Committee Reports.**

### Executive Committee.

The Executive Committee met on July 7, 2009.

Chair Art Mayo said that most of the Committee's discussions were previously covered in the Director's Report, with the exception of an update on the annual meeting. The meeting will be held at the Hilton Garden Inn in Freeport and is tentatively scheduled for Thursday, October 22. A retreat for the Board members will be held early that afternoon followed by the regular Board meeting and annual dinner. Art also reported that permission had been obtained by the Board for the Executive Director to participate in the Governor's trade mission to Germany and Spain in September for business attraction purposes.

### Airport Committee:

The Airport Committee met on June 16, 2009.

- Committee Chair John Richardson gave kudos to Evan McDougal and Richard Ludders for a job well done regarding the Airport Master Plan.
- John Richardson said that the Committee discussed the process of finding a Fixed Base Operator. The Committee decided on taking a two-step approach: Solicit Requests for Qualifications and after screening the proposals, ask selected firms to respond to a Request for Proposals.

- The Committee also discussed the naming of the airport. The decision was made to involve local students and citizens of the region. Staff will prepare a strategy for soliciting public input and present it to the Committee at its next meeting.

Business Attraction Committee:

The Business Attraction Committee met on June 18, 2009.

Dana Totman gave the report in Committee Chair Adam Cote's absence stating that the Committee discussed naming the base.

Housing Committee:

The Housing Committee met on July 9, 2009.

Committee Chair Dana Totman said that the Committee's discussion was previously discussed in Peter Roche's housing disposition and redevelopment plan presentation.

Finance Committee:

The Finance Committee met on July 14, 2009.

Committee Chair Charlie Spies said that the Committee reviewed May and June's statements. He remarked that MRRA is nearly two years through its budget cycle. Annualized expenses are running about 75%, which is consistent with where we are in the grant process (18 of 24 months have passed). Charlie stated most of the budget items are in line.

Charlie said that the Finance Committee is recommending that the Board take the following actions:

**Action Item:** Dana Totman made a motion that the MRRA Board accepts the MRRA financial report for the period ending June 30, 2009 pending the annual audit, as recommended by the Finance Committee, which was seconded by Gary Brown. The vote was unanimous of the Board members present.

**Action Item:** John Moncure made a motion that the MRRA Board adopt, and authorize the Executive Director to sign a Consent Resolution (a copy of which is attached to these official minutes) for MRRA's Section 125 Flexible Spending Account with Group Dynamics regarding new special enrollment provisions, as recommended by the Finance Committee, which was seconded by Shepard Lee. The vote was unanimous of the Board members present.

**Action Item:** Charles Spies made a motion that the MRRA Board approves Budget Amendment #006 authorizing engineering services and the development of design guidelines, which was approved and signed by OEA on June 25, 2009, as recommended by the Finance Committee, which was seconded by Shepard Lee. The vote was unanimous of the Board members present.

**New Action Item:**

John Moncure made a motion that the Board recognize an additional \$10,000 in private donations and appropriate it to the travel line item in support of business attraction, which was seconded by Shepard Lee. The vote was unanimous of the Board members present.

**Public Comment:**

John Hodge, Executive Director of the Brunswick Housing Authority (BHA), said that a first time home buyers seminar is being planned for August 4 by the BHA and the Mid-Coast Community Housing Coalition. More information could be obtained by e-mailing him at [john@bunswickhousing.org](mailto:john@bunswickhousing.org).

In response to a question posed by Rich Roedner, Peter Roche said that the housing vacancy projection is 30% plus whatever vacancy rate exists (in Brunswick will probably be 40% but probably not for long).

Lee Bailey informed the Board that on July 8 DECD Commissioner John Richardson was on conference a call with the Dean of Embry-Riddle Aeronautical University and Charlie Whitten. Mr. Bailey said the enthusiasm for the aeronautical university on base continues to mount. Embry-Riddle is completing an application with Department of Education to create an avionics school, where some students will eventually go to work for Oxford Aviation. This could be full scale flight and mechanics school rivaling Embry-Riddle's home base in Daytona Beach, which is the best in the world.

Mr. Bailey said that Oxford Aviation is currently doing work for Federal Express but with only one plane type because their current facility cannot accommodate larger planes. Oxford can get bigger airplanes once they have a place to work on them. Mr. Bailey stated that Jack Olcutt said Airbus may be in the market for finishing work for airplanes but Oxford needs a more seasoned partner and hangar space. Mr. Bailey said that Oxford would like to have a lease to show Airbus – even if they don't get in until later. John Richardson thanked Mr. Bailey for his comments.

**Executive Session:**

At 10:20 a.m. John Moncure made a motion that the MRRA board go into executive session to discuss property matters pursuant to 1 MRSA Section 405(6)(C), which was seconded by Shepard Lee. The vote was unanimous of the Board members present.

John Moncure made a motion that the MRRA Board adjourn from executive session, which was seconded by Dana Totman. The vote was unanimous of the Board members present.

**Adjournment:**

At 11:03 a.m. John Moncure made a motion to adjourn the Board meeting, which was seconded by Shepard Lee. The vote was unanimous of the Board members present.

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Dana Totman, Secretary

<b>ATTENDEES OF 7-21-09 MRRA MEETING</b>	
Name	Company/Organization/Residency
Catherine Ferdinand	Bowdoin College
Bob Dale	Brunswick Parks & Garden
Carol Tukey	Harpswell
Hersch Sternlieb	Brunswick Parks & Garden
Brian Whitney	Officer of Senator Snowe
Fred Blanchard	Brunswick Resident
Craig McEwen	Midcoast Community Housing Coalition
John Hodge	Brunswick & Topsham Housing Authority
Peter Roche	Development Synergies
Andrea Quaid	Office of Congressman Michaud
Deb Elliott	DECD
F. Lee Bailey	Oxford Aviation
Tom MacDonald	MacDonald Associates, Inc.
Bill Whitten	Cumberland County Government
Anna Breinich	Brunswick Planner
Debbie Atwood	Brunswick Town Council
Rich Roedner	Town of Topsham
Wynne Levine	SeaWind Connections/Newcastle
Rachel Gagong	Times Record
Brian Dancause	Town of Brunswick
Arek N. Galle	Gates Leighton & Associates, Inc.
Charles Moran	The Moran Company
Mathew Eddy	Eaton Peabody Consulting
John Shattuck	Town of Topsham
Jonathan Edgerton	Wright-Pierce
Scott Jacqmin	Coastal Counties Workforce, Inc.
John Blanchard	Matrix Design Group
Tim Dreese	Matrix Design Group
David Knisely	Garrity & Knisely
Jane Millett	Welcome Home Realty/Mid-Coast Community Housing Coalition
David Witschi	DOD, Office of Economic Adjustment
Jim Nimon	Governor's Office
Adam Krea	Maine Housing
Senator Stan Gerzofsky	State of Maine

Chris Mann	Maine DOT
Jeff Sneddon	MCOG
Mike Braun	NASB
Marty McMahon	NASB
Jim Ashe	Town of Topsham
Jim Pineau	U.S. Rep. Chellie Pingree's Office
A.Mancusi	Coastal Counties Workforce, Inc.
Leighton Cooney	Governor's Office
Caron Warren	BACSE
Justin Holmes	Midcoast Economic Development District
Evan R. McDougal	Hoyle Tanner & Associates
Rosie Bradley	Town of Lisbon
Bill Card	Senator Susan Collins' Office
Bryant Monroe	DOD, Office of Economic Adjustment
Deb Elliott	DECD
Lee Bailey	Oxford Aviation