



MIDCOAST REGIONAL REDEVELOPMENT AUTHORITY

Meeting Minutes
June 17, 2008

Present: Arthur F. Mayo, III (Chair), Gary Brown, Heather Collins, Shepard Lee, John Moncure, John Richardson, Stephanie Slocum, and Dana W. Totman

Absent: Charles Spies III

Staff: Steven Levesque, Jeffrey Jordan, and Kathy Paradis

Location: Freeport Hampton Inn, Freeport, Maine

Time: 9:00 a.m.

Welcome and Introductions: Chair Art Mayo welcomed the attendees and invited them to introduce themselves.

Minutes from Previous Meeting: A motion was made by Shepard Lee to approve the minutes of the May 20, 2008 MRRA Board meeting, which was seconded by Heather Collins. The vote was unanimous of the Board members present.

Community Comments: Treasurer Stephanie Slocum invited Rick DeGrandpre, Chair of the Freeport Town Council, to speak to the Board about any concerns or comments he might have regarding the base closure. Mr. DeGrandpre thanked the Board for holding its meeting in Freeport and said that he and the Freeport Town Council are appreciative of the MRRA's efforts and recognize the importance of economic development in Freeport and the region. He also noted the importance of business attraction efforts.

Executive Director's Report:

Airport Master Plan RFQ Update. Executive Director Steve Levesque advised the Board that six proposals had been received on Friday, June 13, in response to the MRRA's Request for Qualifications. The next steps are that the Airport Committee will review the proposals, select firms to interview, and make a recommendation to the Board.

Operations Master Plan RFP Update. Steve advised the Board that Request for Proposals had been mailed out and a pre-bid conference would be held later in the day. He indicated that much interest had been generated by the RFPs. After the Executive Committee reviews the proposals (due date: July 8), they will select consultants to interview and then make a recommendation to the Board.

National Environmental Policy Act (NEPA) Update: Steve advised the Board that the Environmental Impact Statement (EIS) process has started and that he would be meeting with the Navy consultants on June 18. He stated that the public scoping session would be held in the not too distant future. He indicated that it would take a year or more to complete the EIS for the Brunswick reuse plan and probably six months for the Environmental Assessment (EA) for the Topsham Annex reuse plan.

OEA Update: Steve recounted to the Board that OEA had approved MRRA's request for additional funding to develop an Operations Plan and an Airport Master Plan, and to secure aviation and environmental technical consulting services. In addition, MRRA has asked OEA for additional funds so that a consultant can be hired to assist with developing a disposition strategy for the base housing units. MRRA has asked for \$100,000 from OEA, and Maine Housing has agreed to come up with the OEA-required match.

Renewable Energy Feasibility Study – Cluster Grant Update: Steve indicated that the Economic Development Administration had approved MRRA's grant application at the regional level and it was being sent to the Washington D.C. office for approval. Steve felt it was likely that it would be approved.

BRAC IT Workforce Contract Update: MRRA has been working with the Navy, its contractors, and regional technology providers in identifying and mapping the telecommunications infrastructure that exists on the base and evaluating each building's information technology (IT) capabilities. This information will serve as the basis of subsequent phases of the project to help increase the viability of existing IT companies in Maine and attract those businesses that are expanding to locate in Maine and perhaps on the base property.

MRRA was recently advised by the state that we cannot act as fiscal agent for ITAA as previously reported; however, the state did advise that it has received additional funding from the federal Department of Labor and that MRRA's scope of work will be expanded to identify and assess the telecommunications infrastructure in the region.

Red Bull Update: Steve reported that Kevin Robinson broke the BMX height record by 27 feet in New York's Central Park on June 12. Steve indicated that he felt that the Stackbox/Red Bull preliminary trials at NASB went well. He said that the site had been cleared and it appeared that the Navy was satisfied and that Bob Rocheleau deserves special kudos for all of his time and effort in coordinating logistics between the Navy and the private contractors. Also, Commissioner Richardson deserves thanks, as well as the State Police for facilitating with background checks.

After Steve Levesque had completed his report, Chair Mayo asked the Board if they had any questions. Board member Gary Brown asked Steve why the Navy had not awarded the Environmental Assessment work regarding the Topsham property. Steve indicated that the Navy wanted to begin with the EIS on the Brunswick property and then deal with EA because EIS takes longer, so hopefully they will get done at the same time.

Committee Reports:

Executive Committee.

The Committee met on June 5, 2008.

Art Mayo, Chair of the Executive Committee, reported that the Committee discussed the items contained in the Executive Director's report, as well as a Conflict of Interest Policy. He stated that the Committee is recommending the Policy, which was included in the Board packet. The MRRR auditors had suggested such a policy after reviewing the MRRR Bylaws. Art indicated that legal counsel, Drummond Woodsom, had also reviewed the Policy.

Action Item: John Moncure made a motion that the MRRR Board approve the Conflict of Interest Policy as recommended by the Executive Committee, which was seconded by Stephanie Slocum. The vote was unanimous of the Board members present.

Finance Committee.

The Committee met on June 12, 2008.

Stephanie Slocum, Chair of the Finance Committee, told the Board that there would be quarterly statement presentation at the July Board meeting. She reported that the Committee had been scrutinizing anticipated income and expenses and that the Committee is comfortable that the MRRR finances are under control. Heather Collins asked if the Board could be provided with a forecast that was projected out for a year. It was agreed that it would be provided at the July Board meeting. Other matters discussed:

- Investment Policy: Stephanie indicated that the Committee had also discussed an Investment Policy that the Committee is recommending the Policy, which was included in the Board packet. Stephanie indicated that the Policy was prepared in anticipation of future funds. She outlined the Policy, stating that the Investment Policy's primary objectives in priority order are safety, liquidity and yield.

Action Item: John Moncure made a motion that the MRRR Board approve the Investment Policy as recommended by the Finance Committee, which was seconded by Heather Collins. The vote was unanimous of the Board members present.

- Budget Amendment: Stephanie indicated that the Committee is recommending the June 2008 budget amendment appropriating the \$40,000 of revenue that is anticipated to be earned by MRRR for its consulting work relating to the information technology analysis of NASB, and the \$5,000 from the rental revenue

paid by Red Bull/Stackhouse. The Board was reminded that OEA will not pay for business attraction efforts and this money could be used toward those efforts.

Action Item: Stephanie Slocum made a motion that the MRRA Board approve the June 2008 budget amendment as recommended by the Finance Committee, which was seconded by Shepard Lee. The vote was unanimous of the Board members present.

- **Purchasing Policy Amendment:** Stephanie indicated that the Committee is recommending amendments to the Purchasing Policy. She gave an overview of the proposed amendments, which include a provision for a contingency account and a requirement for dual signatures on checks in excess of \$25,000, among other things. The Board was provided with a redlined copy of the changes in their June Board packet.

Action Item: Shepard Lee made a motion that the MRRA Board approve the Purchasing Policy amendment as recommended by the Finance Committee, which was seconded by John Moncure. The vote was unanimous of the Board members present.

Business Attraction Committee.

The Committee met on May 28, 2008.

Committee Chair, Heather Collins, reported to the Board that the Committee had discussed its Mission and Goals Statement, the NASB Business Attraction Plan, market outreach approaches, and proposed 2008-2009 business attraction efforts. Heather said that the Committee recommended that the Board approve its Mission and Goals Statement.

Action Item: Heather Collins made a motion that the MRRA Board approve the Mission and Goals Statement of the Business Attraction Committee as recommended by the Business Attraction Committee, which was seconded by Stephanie Slocum. The vote was unanimous of the Board members present.

Heather Collins also reported on the Closure Impact Analysis, a collaborative effort among the Chamber, Times Record, a local videographer, and the Governor's Office. She stated that a DVD is being prepared for the affected business communities about what to expect during base closure and redevelopment. The DVD, which will be available in mid-July, is a series of interviews with public and private sector people from three base closure communities with similar demographics to that of NASB and its region: Pease (NH), Devens (MA), and Plattsburgh (NY). Heather said the DVD is in final editing and she is pleased with the result and is looking forward to distributing it to community businesses. Heather indicated that the Times Record is also doing a three part series for its newspaper with a final takeaway insert.

Airport Committee.

The Committee met on May 21, 2008.

Airport Committee Chair, John Richardson, advised the Board that the Committee reviewed and is recommending its Mission and Goals Statement for Board approval. It also reviewed the Airport Master Plan Scope of Work and Request for Qualifications.

Action Item: John Richardson made a motion that the MRRA Board approve the Mission and Goals Statement of the Airport Committee as recommended by the Airport Committee, which was seconded by Dana Totman. The vote was unanimous of the Board members present.

John Richardson noted that the timetable for the RFQ interviews may have to be modified to occur in early September and Board approval at its September 16 meeting instead of the August meeting.

August Board Meeting. The Board discussed whether there was a need for an August meeting; the consensus was that there was no need. John Richardson added that if the Board needed to meet, they could do so by conference call.

Other Business: Chair Mayo announced that the July 15 MRRA Board meeting would be held at the Advanced Technology Center (former Times Record building) located at 6 Industry Road, Brunswick.

Public Comment:

Rich Roedner, Planning Director for Topsham, inquired when the Environmental Assessment (EA) would commence at the Topsham Annex. He had thought that EA was supposed to start in spring. Steve indicated that he had also thought that the EA would be performed in the spring prior to the EIS at NASB. However, the Navy decided for budgetary and workload purposes to start with the EIS first and then commence with the EA and finish them both at approximately the same time. Rich indicated that he would prefer something closer to the original timeframe. Steve indicated that the MRRA was also agreeable to performing the EA sooner and that if Rich drafted a letter to David Drozd at PMO BRAC, it would be supported by the MRRA.

Carol Warren, Restoration Advisory Board member, inquired about base clean up team and its composition. Steve said the team only includes Navy personnel and regulators. He stated that MRRA had insisted that it be part of the clean up team so it stays involved with the discussions and the remediation tactics as they relate to the reuse plan.

Amy Haible from Harpswell questioned what transportation improvements would occur during redevelopment. Steve talked about the development connectivity in and around NASB, noting that there are now two entrances while the reuse plan calls for eleven. He also said that the plan calls for the main entrance to be realigned with the Merrymeeting

Plaza, the widening of Bath Road, and a direct connection from the base to Route 1. He indicated that the Governor's office has been working with the communities on transportation system in the region. Steve also explained that there is rail access near Bath Road but it would require a rail spur, which is feasible should there be market demand.

Bill Whitten, Assistant County Manager of Cumberland County and member of the Metro Regional Coalition of the greater Portland area suggested more dialogue between the Metro Regional Coalition and the MRRA.

Action Item: 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.

Action Item: John Richardson made a motion that the MRRA Board return into public session, which was seconded by Gary Brown. The vote was unanimous of the Board members present.

The meeting was adjourned at 10:35 a.m.

Charles Spies III, Secretary

ATTENDEES OF 06-17-08 MRRA MEETING

Name	Company/Organization/Residency
Andrea Quaid	Congressman Michaud's Office
Carol Tukey	Planner, Town of Harpswell
Bob Dale	Brunswick Park and Gardens
Hersch Sternlieb	Brunswick Park and Gardens
Carol Warren	Restoration Advisory Board
Chris Stackpole	Intern, Cumberland County
Amy Haible	Harpswell
Jennifer Duddy	Senator Susan Collins' Office
Mathew Eddy	Town of Brunswick
Bill Card	Senator Susan Collins' Office
Bill Whitten	Cumberland County
Kathy Martin	Brunswick Park and Gardens
Rich Roedner	Planner, Town of Topsham
Leighton Cooney	Governor's Office
Janice Cooper	U.S. Rep. Tom Allen's Office
Bill Whitten	Cumberland County
Jeff Sneddon	MCBDP
Catherine Ferdinand	Bowdoin College
John Shattuck	Topsham - Economic Development Dept.