



MIDCOAST REGIONAL REDEVELOPMENT AUTHORITY

Meeting Minutes
March 18, 2008

Meeting called to order by Chair Art Mayo at 9:05 a.m.

Board Members Present: Arthur F. Mayo, III, Chair, Gary Brown, Heather Collins, Shepard Lee, John Moncure, John Richardson, Stephanie Slocum, Charles J. Spies III, Dana W. Totman, and Beth Nagusky.

Board Members Absent: Jennifer Stowell Norris

Staff Members Present: Jeffrey Jordan, Steven Levesque, Kathy Paradis, Bob Rocheleau, and Clare Tosto

Location: Brunswick Former High School, 44 McKeen Street

Other Attendees: See attached list

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

Public Comment: None

Chair Mayo noted that Agenda Item No. 10 would be deleted since Mark Lavin of GMH could not attend the meeting; however, he would be asked to speak at a future MRRA meeting.

Minutes from the Previous Meetings:

A motion was made by John Moncure to approve the minutes of the January 15 and February 19, 2008 MRRA Board meetings, which was seconded by Shep Lee. The vote was unanimous of the Board members present.

Executive Director's Report:

- a. Board Member Update: Executive Director Steve Levesque noted that he was pleased that the MRRA has a full complement of Board members that represent a good cross-section of the skills needed to implement the plan.
- b. Bids for Services Update: Steve informed the Board that all services for which proposals were solicited had been awarded, with the exception of legal and

- auditing services. He stated that the Board will hear recommendations later in the meeting from the Executive and Finance Committees as those services.
- c. Renewable Energy Feasibility Study: Steve stated that on March 17 MRRA staff submitted applications to the Maine Technology Institute (MTI) and the Economic Development Administration (EDA) to conduct a feasibility study for the envisioned Renewable Energy Center. He stated that MTI had requested a full cluster grant application be submitted and that EDA requested a pre-application be submitted. Steve said that the study will provide a strong model of feasibility and economics of a distributive energy park for co-generation, district heating and cooling energy delivery and could serve as an important model and prototype for the state and region.
 - d. IT Workforce Grant: Steve informed the Board that the MRRA had been asked to partner with the State of Maine and its workforce and technology partners for the Workforce Investment Act Grant from the U.S. Department of Labor. The goal is to increase the viability of existing information technology (IT) companies in Maine and attract those businesses that are expanding to locate in Maine and perhaps on the base property. He said that the MRRA needs to articulate the readiness of the broadband capabilities on base suitable for companies with those needs. Locating companies that fit best will be a precursor to business attraction efforts.
 - e. Public Benefit Conveyance (PBC) Update:
 - Steve reminded the Board that while the LRA recommends the PBCs to the Navy, the Navy has the ultimate property disposition authority. It is the MRRA's job to monitor the progress of the PBCs.
 - Steve gave a status report on the pending PBCs, noting that most were approved or expected to be approved by their respective federal sponsoring agencies. He stated that the Maine State Museum's application for the chapel and friendship gardens was not submitted due to the Museum's financial inability to maintain the property; however, staff is exploring other conveyance options and partnerships that may be available.
 - Gary Brown asked Steve if the U.S. Department of Housing and Urban Development had made a determination on the Reuse Master Plan. Steve replied that HUD had asked for more clarity as to the services proposed to be provided by Tedford Housing and that staff was working with HUD.
 - f. OEA Update.
 - Steve said that staff is working with OEA on obtaining additional funding to address needed IT upgrades, including a new server since MRRA's current server is inadequate, causing it to crash.
 - OEA has also been asked to support an Operations Plan, which include infrastructure plans, an Airport Master Plan, and to secure various technical experts for engineering, aviation, environmental, and energy matters. Staff plans to recommend these budget amendments to the MRRA Board at its April meeting.

Committee Member Assignments:

Art Mayo updated the Board on new committee assignments, noting that most Board members would be serving on two Committees. The committees and members are as follows:

- **Aviation Committee:** John Richardson, Chair; Heather Collins, Art Mayo, and Beth Nagusky.
- **Environmental Committee:** John Moncure, Chair; Beth Nagusky, Gary Brown, and Charlie Spies.
- **Finance Committee:** Shep Lee was added to the existing Committee comprised of Stephanie Slocum, Chair; Charlie Spies, and Jennifer Stowell Norris.
- **Housing Committee:** Dana Totman, Chair; John Moncure, Gary Brown, and Heather Collins.

MRRA Finance Committees Roles and Responsibilities Policy:

- Stephanie Slocum reported that the Committee had drafted the Roles of the Finance Committee and Treasurer, as well as a Purchasing Policy for the MRRA at its January 23, 2008 meeting. While the Board could not take action on the Roles of the Finance Committee in February due to a lack of quorum, she recommended that they be adopted at this time.

Action Item: Stephanie Slocum made a motion that the Roles of the Finance Committee and Treasurer, as recommended by the Finance Committee, be adopted as presented, which was seconded by Shep Lee. The vote was unanimous of the Board members present.

MRRA Purchasing Policy:

- The Board discussed the Purchasing Policy, noting that at the February Board meeting an amendment was proposed by John Moncure which revised the fourth paragraph on page 1, under “Purpose” to reflect the following change: “Adherence to policies and procedures will ensure that public purchases and contracts are open, fair and ~~at the least cost to the public~~ produce the best value to the public.” Each committee will develop its own roles and responsibilities.

Action Item: Stephanie Slocum made a motion that the Purchasing Policy recommended by the Finance Committee be adopted with the following amendment: The fourth paragraph on page 1, under “Purpose” will reflect the following change: “Adherence to policies and procedures will ensure that public purchases and contracts are open, fair and ~~at the least cost to the public~~ produce the best value to the public.” The motion was seconded by Shep Lee and the vote was unanimous of the Board members present.

- Further, Charlie Spies recommended that the following sentence be added to the ninth and tenth paragraphs (Sole Source Procurement and Special Market

Conditions, respectively) of the Purchasing Policy, “[S]ole source bids over \$10,000 but less than \$50,000 shall be reported to the Board of Trustees.”

Action Item: Charlie Spies made a motion that the Purchasing Policy be amended so that the following sentence is added to the end of the ninth and tenth paragraphs (Sole Source Procurement and Special Market Conditions, respectively) of the Purchasing Policy, “[S]ole source bids over \$10,000 but less than \$50,000 shall be reported to the Board of Trustees.” The motion was seconded by Shep Lee and the vote was unanimous of the Board members present.

General Legal Counsel Selection:

- Steve Levesque recapped that the MRRA had received six proposals for general legal services and had selected three firms to interview: Curtis Thaxter, Skelton Taintor & Abbott, and Drummond Woodsum. The Executive Committee felt that all of the firms were excellent; however, they were unanimous in their recommendation of Drummond Woodsum, stating that it was the best fit for MRRA’s needs. The Board discussed the fact that general legal services will be quite different in the future than it is today because of property disposition matters.
- **Action Item:** John Moncure made a motion that the MRRA Board authorizes the Executive Director to utilize the firm of Drummond Woodsum of Portland, Maine for general legal services, as recommended by the Executive Committee. The motion was seconded by Shep Lee and the vote was unanimous of the Board members present.

Audit Firm Selection:

- Stephanie Slocum reported that the Finance Committee met on March 12 and interviewed the two auditing firms: Runyon Kersteen & Ouellette and MacDonald Page. Stephanie said both auditing firms were good but the Committee felt that MacDonald Page had performed more nonprofit work and was the best fit for MRRA.

Action Item: Stephanie Slocum moved that the MRRA Board authorizes the Executive Director to engage the firm of MacDonald Page of Portland, Maine for auditing services, as recommended by the Finance Committee, which was seconded by Shep Lee. The vote was unanimous of the Board members present.

Presentation:

Art Mayo introduced Henry Powers, former Chair of the Pease Development Authority, who had been asked to make a presentation to the Board about his experiences in from the closing of the former Pease Air Force base. While Mr. Powers attended the meeting, he could not speak because he had lost his voice. Therefore, John Burn made the presentation on Mr. Powers’ behalf. Mr. Burn served as Henry’s vice chair and member

of the Pease Commission. The Commission managed the redevelopment of Pease. Key points included:

- Have patience
- Stick with the Plan
- Don't become the low rent district
- Create a "special space"
- Develop a unique marketing plan
- Be bold
- Recognize there will be pain before gain

Other Business:

- John Richardson asked the Board to consider creating an economic development committee or a business attraction committee. Art Mayo agreed and said that the Board will discuss it at its April meeting.
- Art Mayo thanked Brunswick Town Manager Don Gerrish for hosting the meeting.
- The next MRRA Board meeting will be held on April 15 at the Topsham Town Hall meeting room.

Shep Lee made a motion to adjourn the meeting at 10:15 a.m. which was seconded by John Moncure. The vote was unanimous of the Board members present. The Board then went into Executive Session to discuss property matters pursuant to 1 MRSA Section 405(6)(C).

Charles Spies III, Secretary

ATTENDEES OF 03-18-08 MRRA MEETING	
Name	Company/Organization/Residency
Rosie Bradley	Lisbon ECD
Stephen Eldridge	Lisbon Town Manager
Mike Braun	NASB
Suzanne Krauss	NASB
Antoinette Mancusi	Coastal Counties Workforce, Inc.
Don Gerrish	Brunswick Town Manager
Rich Roedner	Topsham Planner
Anna Breinich	Brunswick Planner
Mat Eddy	Brunswick ECD
John Hodge	Brunswick Housing Authority
Leighton Cooney	Governor's Office
Catherine Ferdinand	Bowdoin College
Andrea Quaid	Congressman Mike Michaud's Office
John Shattack	Topsham - Economic Development Dept.
Annee Tara	Coastal Journal/Brunswick
Lance Boucher	Governor's Office
Tiffany Leonard	Senate President's Office
Deb Elliott	DECD