



## MIDCOAST REGIONAL REDEVELOPMENT AUTHORITY

### Annual Meeting Minutes

November 16, 2010

**Present:** Arthur F. Mayo, III (Chair), John Moncure (Vice Chair), Rita Armstrong (Treasurer), Adam Cote, Sally W. DelGreco, Donald Hudson, Thaxter Trafton, Sandra T. Updegraph and Steve Weems

**Absent:** Dana Totman (Secretary)

**Staff:** Steven Levesque, Jeffrey Jordan, Marty McMahon, Bob Rocheleau, Tom Brubaker, Victoria Boundy, Melissa LaCasse and Kathy Paradis

**Location:** Hilton Garden Inn (Old Town Hall) Freeport, Maine

**Time:** 4:00 pm

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

**Host Community Comment:** Rich DeGrandpre, Vice-Chair of the Freeport Town Council, welcomed the MRRA Board to Freeport. He thanked everyone in attendance for getting involved in the base redevelopment process. Mr. DeGrandpre stated that the Town of Freeport has been keeping busy and growing, noting that there are a couple of new restaurants being built, along with a six screen cinema with free undercover parking; and Freeport's first business park. Freeport is also looking forward to passenger rail service and improvement to its railroad lines. Some of Freeport's recent accomplishments include the award of Maine Lobster Chef of the Year (Kelly Patrick Farrin from the Azure restaurant) and the award of merchant of the year (Beadin' Path).

**Minutes of Previous Meeting.** John Moncure made a motion to approve the Board minutes of the September 21, 2010 Board meeting, which was seconded by Rita Armstrong. The vote was unanimous of the Board members present.

## **Executive Director's Report.**

Environmental Impact Statement. Executive Director Steve Levesque said he was notified yesterday by the Navy that MRRA had reached another milestone: the Final Environmental Impact Statement (EIS) was completed and the Notice of Availability (NOA) is making its way to the federal register to be published. Steve stated that the EIS process is nearly complete. There is a 30 day review period and if no major issues turn up then the Navy will issue a Record of Decision (ROD), which means that the National Environmental Policy Act (NEPA) process is complete and the Navy can start conveying the base property.

Property Conveyances. Steve informed the Board that as soon as the ROD is issued, the Navy will be able to convey the airport property to MRRA. In the interim, MRRA is working with Navy, the FAA, the Maine Department of Environmental Protection (DEP) and the U.S. Environmental Protection Agency (EPA) to obtain leases/licenses for property before it is transferred in fee ownership to us. In order to obtain a lease/license, the building must be determined to be clean and empty and an analysis for hazardous waste must be performed, which the DEP, EPA, and Navy then approve. Steve noted that MRRA's situation is unique in the Base Realignment and Closure process in that MRRA is able to obtain leases/licenses from the Navy to lease space to tenants even before owning the property; this has not occurred on any other BRAC'd base. Steve said that he and the Board are grateful to MRRA's Navy partners for making this happen.

Housing. Steve advised the Board that George Schott acquired the military family housing units in Brunswick and Topsham, which were formerly owned by Northeast Housing LLC. Steve said that Mr. Schott was working with the towns and MRRA to understand the various issues involved with property taxation, code requirements and municipal and utility services. Steve said that the land beneath the housing will probably be transferred by the Navy to MRRA this coming summer as part of the Economic Development Conveyance (EDC). Steve said that about a year ago MRRA conducted a housing disposition strategy for the communities in the vicinity of the base and MRRA intends to help move those policies forward with Mr. Schott.

## **Committee Reports.**

### Executive Committee.

The Executive Committee met on November 8, 2010.

Committee Chair Art Mayo reported on items not previously covered in the Director's Report:

- MRRA is attempting to schedule a meeting with Governor-elect LePage to bring him and his staff up to speed as to base redevelopment matters.

- MRRA has applied for three CDBG grants: one for Maine Tool and two for Kestrel Aircraft.
- MRRA has scheduled monthly meetings with the Town of Brunswick Council Chair and Town Manager.
- The Air Show is moving forward and we are starting to get sponsors that wish to participate and people to volunteer. In addition, the Blue Angels will be visiting in December.
- The next Board meeting is Tuesday, December 14, at Maine Street Station.

#### Airport Committee.

The Airport Committee met on October 25, 2010.

Committee Chair John Moncure said that Aviation Services Manager Marty McMahon apprised the Committee of the review of five proposals received in response to MRRA's Request for Qualifications for an airport consultant. After two of the firms were interviewed, MRRA staff recommended the consulting firm of Hoyle, Tanner & Associates, Inc. The selected consultant will work with MRRA staff to execute federally funded projects under the Airport Improvement Program (AIP) and Military Airport Program (MAP). It was unanimously agreed by the three Committee members present to recommend the firm of Hoyle Tanner to the Board.

**Action Item:** John Moncure made a motion that the MRRA Board authorize the Executive Director to engage Hoyle Tanner for airport consulting services, as recommended by the Airport Committee, which was seconded by Rita Armstrong. The vote was unanimous of the Board members present.

Chair Moncure said that the Committee also received a draft of the MAP application for submittal to the Federal Aviation Administration (FAA), which the Committee voted to recommend to the MRRA Board.

Board member Sally DelGreco asked what the grant money would support. Steve Levesque said it would provide funding (up to \$7M annually) for capital improvements on the airport property, such as fuel tanks, fencing, and infrastructure. Steve also noted that there is a small matching fund requirement provided by the Maine Department of Transportation and MRRA.

**Action Item:** John Moncure made a motion that the MRRA Board approve the submittal of the MAP Application to the Federal Aviation Administration, as recommended by the Airport Committee, which was seconded by Sande Updegraph. The vote was unanimous of the Board members present.

### Finance Committee.

Chair Art Mayo informed the Board that Charlie Spies, the Committee Chair, resigned due to a conflict of interest. He commended Charlie on a job well done and said the he would be missed. Board member Rita Armstrong will be the interim acting treasurer and give the Finance Committee report.

The Committee met on November 9, 2010.

Acting Committee Chair Rita Armstrong said that the Committee reviewed the September financial reports. She said the finances appeared to be in very good order and tracking nicely to end the year on budget. She said a couple of notable exceptions were found in the Professional Services account due to MRRA receiving the funding late, and that most of the funds will be expended by the first quarter of 2011.

The Committee received the proposed 2011 Office of Economic Adjustment (OEA) budget from Deputy Director Jeffrey Jordan, which it reviewed. The Committee decided to meet again in December to review it and bring it to the full Board at its December 14 meeting for discussion

**Action Item:** Rita Armstrong made a motion that the MRRA Board accept the MRRA financial report for the period ending September 30, 2010, as recommended by the Finance Committee, which was seconded by Adam Cote. The vote was unanimous of the Board members present.

### Property Committee.

Chair Art Mayo informed the Board that Dana Totman would be arriving late and only able to attend to the dinner portion of the annual meeting so Steve Weems would be filling in for Dana and presenting the Property Committee report.

The Committee met on October 28, 2010.

Steve Weems briefed the Board on the October 28 meeting, stating that the Committee:

- Discussed the pending sale of 702 housing units to George Schott, which underscored working with Mr. Schott.
- Received a Mölnlycke update from MRRA Facilities Manager Bob Rocheleau who reported on the location, size and scope of the project, noting that the existing warehouse on base was fast tracked for demolition and that a 78,000 square foot facility was proposed to be built in its place. A late 2011 occupancy date is anticipated
- Reviewed New England Tent & Awning's (NET&A) request for building #81, noting that it would not be available until spring or summer, and

NET&A was not interested in occupying another building until building #81 became available.

- Reviewed MRRA's prospect management protocol and discussed the process for obtaining space on base.

### **Nomination Committee.**

John Moncure said that the Nominating Committee met, was polled and recommended a slate of officers for the Board of Trustees to go forward. John noted that typically the Vice Chair ascends to the Chair position; however, the Committee was in agreement that Art Mayo should remain Chair so that when the proverbial "keys" to the base are handed over, it is Art who receives them. John said that the Committee recommended that Dana Totman serve as Vice Chair, Rita Armstrong as Treasurer, and he (John Moncure) serve as Secretary.

**Action Item:** John Moncure moved that the following slate of officers be elected to the MRRA Board of Trustees for a one year term, as recommended by the Nomination Committee: Chair: Arthur F. Mayo, III; Vice Chair: Dana Totman; Treasurer: Rita Armstrong; and Secretary: John Moncure, which was seconded by Steve Weems. Nominated officers Art Mayo, Rita Armstrong and John Moncure abstained. The vote of the remaining six board members present was unanimous.

### **Base Closure Timeline.**

Captain William Fitzgerald, the Commander of Naval Air Station Brunswick, presented a base closure timeline to the Board. He said at present, the total manpower at NASB (including Topsham) was 70 military personnel and 270 civilians. After the first of the year, such personnel will diminish greatly.

Captain Fitzgerald noted that the Morale, Welfare and Recreation (MWR) facilities have shutdown and the Commissary and Exchange are scheduled to close in March 2011; although the Maine delegation is trying to keep them open through September 11, 2011.

Other announcements from Captain Fitzgerald:

- A departure ceremony open to the public will be held on May 31. The communities will be involved in the ceremony and two of the high school bands will play music.
- The Navy will no longer provide fire and public safety for NASB after May 31.
- A reduction in workforce will occur and there will no longer be civilian employees on NASB on June 4.
- During the months of June, July and August the Commander Navy Mid-Atlantic Region will take over the last remaining things to be done on

base, after which BRAC PMO will take over no later than September 15 based on the status of the EDC.

- The Navy is tracking its progress through the number of vacated buildings (231 buildings and land parcels that have to go through RCRA review). So when they are turned over they are clean. He stressed that environment stewardship is important; noting that the next Restoration Advisory Board (RAB) meeting is December 14 and open to the public.

Unusual things regarding NASB closure:

- Historical Radiological Assessment (HRA) – The Navy made the decision to have the HRA conducted while the base was still open instead of when it is closed as has always been done in other BRAC'd communities. This way remediation can occur early, as opposed to later when buildings are occupied by tenants.
- Access Control – Captain Fitzgerald recapped that the airfield closed March 2010, so there was no reason not to open the base up to the public. He said it was a nine-month process to relax the access control, and noted that it will be more relaxed as the base closure comes to fruition. After May 31 there will be no one manning the front gate.

What makes NASB different?

- Captain Fitzgerald said he had a great team onboard and aligned in an open and transparent process.
- They maintained a positive image of Navy – not wanting to do anything to mar the Navy legacy, and more importantly, to diminish the military presence staying in the area.
- Capt. Fitzgerald said that MRRA Executive Director Steve Levesque has been very respectful and understanding, which has helped facilitate redevelopment.
- Former BRAC Transition Coordinator Marty McMahon was instrumental in formulating a new procedure whereby the Navy could issue leases/licenses to MRRA for buildings. MRRA in turn can sublet the buildings to prospective tenants – a process that was new to the BRAC world.

Captain Fitzgerald said that he was very proud of the Navy team and civilian team. He personally thanked Marty McMahon, Mike Braun, and Steve Dakin, as well as the NASB civilian and military department heads.

Board member Adam Cote asked if the NASB civilian employees might potentially fit with some of the companies MRRA was bringing to the base. Executive Director Steve Levesque responded that MRRA is working with the transition center and advising them of new companies coming on base. Captain Fitzgerald added that many of the civilian employees will retire or will transfer within the federal government.

Adam also asked about the PX and whether it is sustainable. Captain Fitzgerald responded that the PX's numbers don't bear out; however, the Commissary has steady traffic – mostly from retirees.

**Resolution Regarding Transportation Improvements.**

Chair Art Mayo noted that this agenda item would be placed on the December 14 MRRA Agenda.

**Bond Inducement Resolutions (Public Hearings).**

Executive Director Steve Levesque gave quick overview of the bonds. MRRA has statutory authority to issue bonds for Mölnlycke Healthcare AB and Kestrel Aircraft Company. The reason the Board is being asked to adopt the Inducement Resolutions is simply to declare its intent to issue bonds and it also protects the beneficiary of the bond.

Board member John Moncure added that the Bond Inducement Resolutions had been circulated to the Board, they have read them, and the notice of public hearing was noticed in the newspaper.

**Action Item:** John Moncure made a motion that the MRRA Board approve the Resolution declaring the intent of the Midcoast Regional Redevelopment Authority to issue bonds for the Kestrel Aircraft project, and that a copy of the Resolution be attached to the official minutes of this meeting, which was seconded by Rita Armstrong. Board member Steve Weems abstained and the vote was unanimous of the Board members present.

**Action Item:** John Moncure made a motion that the MRRA Board approve the Resolution declaring the intent of the Midcoast Regional Redevelopment Authority to issue bonds for the construction of a build-to-suit facility for Mölnlycke Healthcare AB, and that a copy of the Resolution be attached to the official minutes of this meeting, which was seconded by Sande Updegraph. The vote was unanimous of the Board members present.

**Authorization to Sign Leases/Licenses with Navy.** Executive Director Steve Levesque said that MRRA is in the process of signing licenses and leases with the Navy and the Navy wants confirmation that Steve is authorized to enter into such licenses and leases with the Navy. Steve said that the difference between license and lease is basically the length of time for tenancy.

**Action Item:** John Moncure made a motion that the MRRA Board authorize the Executive Director to execute all appropriate property leases and/or licenses with the U.S. Navy on behalf of the MRRA Board, which was seconded by Don Hudson. The vote was unanimous of the Board members present.

**Public Comment.**

Bryant Monroe, Project Manager of the Office of Economic Adjustment (OEA), spoke briefly. He said that he has worked with MRRA since the 2005 BRAC decision and so many things have happened since then, many of which are in MRRA's rearview mirror, and many achievements have taken place in Brunswick that he hasn't seen anywhere else. He stated that MRRA has been on the leading edge of a number of innovative and successful initiatives and has provided leadership by example to other 2005 BRAC-round bases. Chair Art Mayo conveyed MRRA's gratitude to OEA for its funding.

Dick Ludders from Hoyle Tanner thanked the Board approving their awarding the airport consulting contract to them. As an aside, he said that he attended two major air show events (Oshkosh and the Reno Air Races) and Kestrel was there and very visible. He said he was very impressed in the interest that Kestrel was generating.

**Executive Session:** At 5:05 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 Rita Armstrong. The vote was unanimous of the Board members present. At 5:45 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.

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

---

John Moncure, Secretary

<b>ATTENDEES OF 11-16-10 MRRA MEETING</b>	
<b>Name</b>	<b>Company/Organization/Residency</b>
Jim Dickau	Combined Benefits United, Dresden
Bruce Van Note	Topsham TLRA – Maine DO
Peter Eichleay	FlightLevel Aviation
David Knisely	Garrity and Knisely
John Hodge	Brunswick & Topsham Housing
Mike Ouellet	Ouellet Associates, Inc.
Patrick Wright	Midcoast Economic Development Dist.
Scott Jacqmin	CCWF
Maureen Largay	Resilient Communications
Charles Largay	Resilient Communications
Catherine Ferdinand	Bowdoin College
Richard Roedner	Topsham
Stuart Kay	Topsham Sewer District
Rich DeGrandpre	Freeport Town Council
Keith Spiro	Marketplace Access and Understanding
Jason Spiro	Marketplace Access and Understanding
Suzan Wilson	Brunswick Town Council
Steve Rowe	Great Island Boat Yard
Stan Gerzofsky	Senator – District 10
Tom Fusco	Brunswick Parks and Gardens
Janine Lipfert	Bath Savings Institute
Sarah Twooney	Marsh USA, Inc.
Chelsea Hebert	Senator Snowe’s Augusta Office
Thomas Dyhrberg	Attorney
Peter DelGreco	Maine & Company
Mac Collins	WBRC Architects
Kevin Clark	Sitelines
John Blanchard	Matrix Design
Sue Spann	RE/MAX Riverside
Herschel Sternlieb	Brunswick Park & Gardens
Selma Sternlieb	Brunswick Park & Gardens
Tom Fusco	Brunswick Park & Gardens
Anna Breinich	Town of Brunswick
Tad J. Atwell	CCML/Maine
John C. Marsh, Jr.	Bath Savings Institution
Seth Koenig	Times Record

Evan R. McDougal	Hoyle Tanner & Associates
Denise Clavette	Town of Brunswick
Stephanie Grinnell	The Forecaster
David Markovchick	Brunswick
Robert Gersh	MACTEC
Richard Newman	Harpwell Partners
Scott Howard	Harpwell Partners
Alan Brigham	DOC – EDA
Suzy Sheppard	Hoyle Tanner
Bob Furey	Hoyle Tanner
David Norton	NE Tent and Awning
John Kaminski	Drummond Woodsum
Annee Tara	Coastal Journal
Dick Ludders	Hoyle Tanner
Charlie Ault	Damariscotta
Bill Card	Office of Senator Susan Collins
John Gerard	Gerard Commercial Properties
Ted Bernard	Brunswick