



MIDCOAST REGIONAL REDEVELOPMENT AUTHORITY

Meeting Minutes
September 16, 2008

Present: Arthur F. Mayo, III (Chair), Gary Brown, Heather Collins, John Moncure, John Richardson, Charles Spies III, and Dana W. Totman

Absent: Shepard Lee and Stephanie Slocum

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

Location: Topsham Town Hall, Topsham, Maine

Time: 9:04 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 Charlie Spies to approve the minutes of the July 15, 2008 MRRA Board meeting, which was seconded by Dana Totman. The vote was unanimous of the Board members present.

Host Community Comment: Jim Ashe, Topsham Town Manager, welcomed the MRRA Board members and thanked them for the work they are doing. He said that it was important that the Board know that Topsham wants to work collaboratively with MRRA and if Topsham can do anything to assist, it is more than willing to help.

Executive Director's Report:

Office of Economic Adjustment (OEA) Update. Executive Director Steve Levesque advised the Board that OEA had approved the additional funding to work with its partners and interested parties to develop a disposition and development strategy for base housing. OEA will provide \$90,000 and MaineHousing will provide the necessary 10% (\$10,000) match funds. A request for proposals will be sent in the near future for a

residential housing consultant. It is likely that the Housing Committee will give a recommendation for a housing consultant to the Board at its November meeting.

Brunswick Renewable Energy Center (BREC) Feasibility Study. Steve advised the Board that the EDA will likely approve the grant request of \$200,000 in early October. MTI has approved a matching \$200,000 grant award.

BRAC IT Workforce Contract. Steve advised the Board that MRRA staff had completed Phase 1 - mapping of assets on base and evaluating IT capabilities of key buildings. Steve explained that MRRA was working on the demand side of things (working with TechMaine to identify companies), while its workforce development partners are working on the training side.

Airport Master Plan RFQ/Operations Master Plan RFP/Consulting Studies.

- Steve said that later in the meeting the Board would be asked to approve a recommendation from the Airport Committee to negotiate a scope of work and budget for a consultant to prepare an Airport Master Plan. He noted that because the FAA prefers Requests for Qualifications rather than Requests for Proposals, a scope of work and price must be negotiated and after such negotiations, the Board will be asked to approve same.
- Regarding the Request for Proposals for a consultant to prepare an Operations Master Plan, Steve said that later in the meeting the Board will be asked to approve a recommendation from the Executive Committee to enter into an agreement with Matrix Design Group to perform the work.
- Steve advised that MRRA has received OEA funding to hire technical consultants to support staff in the aviation and environment areas and State funds to help with business attraction efforts which would be discussed later in the meeting.

National Environmental Policy Act (NEPA).

Steve reiterated for the Board that before any property at NASB or its Topsham Annex can be transferred, the Navy is required to prepare an environmental impact statement (EIS) for NASB and an environmental assessment (EA) for the Topsham Annex. Steve said that staff has been working with Navy consultant, Ecology and Environment (E&E), regarding build-out assessments.

Steve said that he was previously advised by E&E that the EIS would take up to two years; however, after further discussions, Steve is optimistic that the process can be compressed into 18 months. The EA for the Topsham Annex will take about six to eight months because it is not such a complex process. The tentative date for the public scoping session to launch the process is October 15.

Zoning Ordinance.

Steve noted that the Town of Topsham had received OEA funding, through MRRA, to prepare their zoning language regarding the Topsham Annex. A public hearing is scheduled for the Topsham Planning Board for early October and if it is approved, it will be brought to the Topsham Town Council for approval at a public meeting. MRRA staff

has also been working with the Town of Brunswick and the consulting firm of Planning Decisions to draft appropriate zoning language for inclusion in the Town of Brunswick ordinance, as well as working on the establishment of a development review process intended to expedite the permitting process. MRRA is hopeful that the Brunswick zoning ordinance can be concluded within the next few months.

DEP Planning Permit. MRRA staff is working with Maine DEP to create a Master Planning Permit for NASB properties pursuant to the Site Location of Development Law. The hope is to marry the information collected from the EIS and EA to develop a Master Planning Permit. The Master Planning Permit process would expedite future development activity, while ensuring overall environmental protection.

Annual Meeting and Dinner. Steve advised the Board that invitations had been mailed out for MRRA's October 21st annual meeting and dinner. Steve advised that MRRA officers would be elected at the meeting which begins at 4:00 p.m., followed by a reception and dinner. He announced that Patrick O'Brien, Director of OEA, will be the guest speaker. Mr. O'Brien will talk about the 2005 BRAC process and how the NASB closure and redevelopment program compares to nation-wide efforts.

Committee Reports:

Executive Committee Report.

The Executive Committee met on September 4, 2008.

Chair Art Mayo detailed the Matrix Design Group interview. He noted that Matrix was also the consultant hired by the Brunswick Local Redevelopment Authority to prepare the Master Ruse Plan, and some Board members are familiar with their work. Art stated that the Executive Committee was making the recommendation to enter into a contract with Matrix to prepare an Operations Master Plan. Steve Levesque noted that four proposals had been received and that the Matrix proposal was also the lowest bidder by about \$200,000. Steve also noted that he felt very comfortable about the quality of work of Matrix Group's team members, Wright Pierce and Planning Decisions.

Chair Mayo also advised that the Executive Committee would present a slate of officers at the October 21st Board meeting.

Action Item: John Moncure made a motion that the MRRA Board authorize the Executive Director to engage the consulting firm of Matrix Design Group of Denver, Colorado, for the purposes of preparing an Operations Master Plan, as recommended by the Executive Committee, which Heather Collins seconded. The vote was unanimous of the Board members present.

Finance Committee.

The Finance Committee met on September 9, 2008.

Art Mayo announced that in Stephanie Slocum's absence, he had appointed Charlie Spies as Treasurer of the Board and Chair of the Finance Committee. He also noted that

Heather Collins had been appointed Secretary of the Board, the position that Charlie Spies previously held.

Finance Committee Chair Charlie Spies said that the Committee reviewed both July and August financial statements at its meeting and felt that they were on track and accepted both financial statements. In addition, the Committee agreed to recommend Grant Amendment #003 which was approved by OEA on September 4 to the MRRA Board. Amendment #003 relates primarily to obtaining funds for a residential housing consultant and accommodating adjustments to the unemployment compensation insurance, computer services, telephone expenses and capital outlay (buildings).

Action Item: Charlie Spies made a motion that the MRRA Board approve Budget Amendment #003, which was approved by OEA on September 4, 2008, 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 Business Attraction Committee met on September 8, 2008.

Committee Chair Heather Collins said that the Committee reviewed proposals received in response to the Business Attraction RFP (Aviation) Request for Proposals, noting that MRRA staff had culled the nine proposals received down to four for the Committee to review. After review, the Committee decided to interview two firms on Monday, September 22, 2008.

Heather also discussed business attraction funding options. She said that MRRA has requested \$150,000 annually for business attraction efforts, noting that the Loring Redevelopment Authority has historically received approximately \$300,000 a year. She said that ambassador packets were being developed as an out-of-state business attraction tool.

Environmental Committee.

The Environmental Committee met on August 21, 2008.

Committee Chair John Moncure reiterated that NASB property cannot be disposed of until the NEPA process is completed, which is estimated to be the spring of 2010 for NASB and the spring of 2009 for the Topsham Annex. John stated that the environmental remediation is an ongoing process and that the Navy has a prioritization list. He noted that the Navy has hired the consulting firm of E&E and that the MRRA is in the process of hiring an environmental consultant as well. Proposals have been received in response to the RFP MRRA staff sent out, and interviews of environmental consultants will occur on September 26, 2008.

Housing Committee.

The Housing Committee met on July 29, 2008.

Committee Chair Dana Totman informed the Board that the Committee received a brief overview of base housing by MRRA staff at its meeting. The presentation of the housing survey results prepared by Leighton Cooney on behalf of the Governor's Advisory

Committee was cancelled because of last minute details that needed to be made to the presentation. The Committee will hear the presentation in a future meeting.

Dana noted that the RFP for a residential housing consultant had been drafted by MRRA staff and will be reviewed at the next Committee meeting.

Airport Committee.

The Airport Committee met on September 4, 2008.

Committee Chair John Richardson asked that a letter be drafted to Commissioner David Cole of the Department of Transportation commending Jennifer O'Brien of the FAA on her assistance to the MRRA regarding the RFQ for an airport master planning consultant.

John stated that the Committee had interviewed four consulting firms regarding the Airport Master Plan RFP. He said that while all of the firms interviewed were very good, Hoyle, Tanner & Associates stood out and, therefore, the Committee was recommending that the MRRA enter into negotiations for a scope of services and a budget with them.

Action Item: John Richardson made a motion that the MRRA Board authorize the Executive Director to negotiate a scope of work and budget with the consulting firm of Hoyle, Tanner & Associates of Manchester, New Hampshire, for the purposes of preparing an Airport Master Plan, as recommended by the Airport Committee, which was seconded by Charlie Spies. The vote was unanimous of the board members present.

Introduction and Welcoming – Captain William Fitzgerald:

Chair Art Mayo introduced and welcomed Captain William Fitzgerald, the new Commander at NASB.

Captain Fitzgerald addressed the Board by saying that he was happy to be in Maine and is committed to being open and transparent through the BRAC process. He said he agreed with John Moncure's Environmental Committee report in that he is confident that areas contaminated or environmentally impacted on base have been identified and remediation is taking place. He stated that he wanted the MRRA to have an active role in the EIS process and realizes how important it is that NASB gets redeveloped in a timely manner. Captain Fitzgerald discussed the timeline for the squadrons leaving the base, stating that the first squadron will leave for Jacksonville this December and next summer, three more squadrons will go. The last squadron departs in September 2009. He stated that the weapons compound will close in June 2010 and the Navy Exchange and Commissary will close March 19, 2011.

Captain Fitzgerald assured the Board that he would be at NASB throughout the closure of the base.

The issue of what personal property would be left on base after closure was discussed. Dana Totman spoke of its importance and how it is critical to the maintenance of the base during redevelopment. Marty McMahon, the BRAC action officer on base, said that snow plows will go to other bases since federal agencies get first priority. However, any

desks and the like will remain in the buildings. MRRA Executive Director Steve Levesque said that MRRA is requesting items of maintenance (e.g., snow plows, hangar cranes, ILS) and he is hopeful that it will be retained.

John Richardson asked about the Navy's housing strategy. As to off base housing, Capt. Fitzgerald said that the tenants with leases can go to their landlords and break their leases. He stated that the on-base housing needs to remain available for military personnel, understanding that there will be pockets of empty units. John Richardson suggested having Capt. Fitzgerald come back to talk to the Board about the incremental ramp down, given the unique situation with the Balfour Beatty/GMH privatized housing and the fact that the disposition of the housing has not been decided. Mark Lavin of Balfour Beatty stated that next summer will start the downward spiral of Balfour Beatty housing, as military personnel with children who are scheduled to leave in December 2008 can delay their departure and leave after the school year (June 2009), plus three squadrons will leave in the summer of 2009, which he estimated amounts to about 1,000 housing units. Mark Lavin did note that Balfour Beatty has a waiting list for active duty personnel who want to get on base after the first squadrons leave. He said that Balfour Beatty has the authority to sublease units – even entire communities.

Presentation – Christina Sklarz-Libby, North Star Alliance Initiative (NSAI):

Christina Sklarz-Libby gave an in-depth presentation of the Maine's North Star Alliance Initiative, which is an industry-focused economic development initiative devised to drive business and create jobs in coastal Maine. The initiative includes business, R&D, education, and workforce development centered on Maine's boatbuilding, marine, and composite industries. Referred to as the "Four Pillars of Economic Development," the strategy focuses on building capacity and addressing gaps in Workforce Development, Research and Development, Outreach and Market Development, and Capitalization and Infrastructure Development.

Among other things, Christina discussed the goals of the WIRED initiative (i.e., the Workforce Innovation in Regional Economic Development program, NSAI's funding source), which include:

- Create high quality, skilled jobs that support the competitiveness of the targeted industries, the income of Maine workers, and a return for the public investment.
- Expand current markets and develop new ones so that the boat building, composites, and marine trades industries achieve global industry leadership.
- Transform and build upon the capacity of the public system to nimbly and flexibly support competitive boat building, composites, and marine trade industries that are looking to expand capacity, create and/or improve their workforce, and/or take their technology to the next level.
- Through advanced training opportunities build on the willingness, ability and skill sets of both the current and future workforce.
- Ensure that the economic development delivery model is sustainable and can be replicated for other targeted industries and regions.

- Catalyze innovation through research, development and workforce preparedness that will sustain and improve the global competitiveness of Maine’s boatbuilding, composites and marine trades industry.

Public Comment. John Hodge of Brunswick Housing Authority talked about the need to ensure that housing coming into the market be workforce housing (i.e., affordable).

Janice Cooper from U.S. Representative Tom Allen’s office asked Mark Lavin if any of the Balfour Beatty housing (affordable housing) is relocatable. Mark said he has not investigated it and that if someone would like to make a proposal, Balfour Beatty would look at it.

Action Item: At 10:30 a.m., John Moncure moved that the MRRA Board go into executive session to discuss property matters pursuant to 1 MRSA Section 405(6)(C), which was seconded by John Richardson. The vote was unanimous of the Board members present.

Heather Collins, Secretary

DRAFT

ATTENDEES OF 09-16-08 MRRA MEETING	
Name	Company/Organization/Residency
Don Gerrish	Town of Brunswick
Hersch Sternlieb	Brunswick Park & Gardens
Bob Dale	Brunswick Park & Gardens
Leighton Cooney	Governor's Office
Bill Card	Senator Susan Collins' Office
Carol Tukey	Town of Harpswell
Anna Breinich	Town of Brunswick
Janice Cooper	U.S. Rep. Tom Allen's Office
Chris Mann	Maine DOT
Jim Ashe	Town of Topsham
Capt. William Fitzgerald	NASB
Mark Lavin	Balfour Beatty (GMC)
Austin Repetto	Balfour Beatty (GMC)
Bob Tritt	McKenna Long & Aldridge
Bill Whitten	Cumberland County
Rich Roedner	Town of Topsham
Scott Jacqmin	Coastal Counties Workforce, Inc.
Antoinette Mancusi	Coastal Counties Worforce, Inc.
Brian Whitney	Senator Olympia Snowe's Office
Brian Dancause	Town of Brunswick
Christina Sklarz-Libby	Maine Northstar Alliance Initiative
Catherine Ferdinand	Bowdoin College
John Shattuck	Town of Topsham
John Hodge	Brunswick & Topsham Housing Authority
Justin Holmes	MCEDD
Deb Elliott	DECD
Jennifer DeChant	DECD
Marty McMahan	NASB
Mike Braun	NASB
Frank McVey	Brunswick Sewer District
Mathew Eddy	Town of Brunswick