



MIDCOAST REGIONAL REDEVELOPMENT AUTHORITY

Meeting Minutes

January 17, 2012

Present: John Moncure (Chair), Donald Hudson (Vice Chair), Rita Armstrong (Treasurer), Steve Weems (Secretary), Daniel Daggett, Sally DelGreco, John Dorrer, George Gervais, John Shattuck, Lois Skillings, and Sandra Updegraph

Staff: Steven Levesque, Jeffrey Jordan, Tom Brubaker, and Kathy Paradis

Location: Brunswick Town Council Meeting Room, Maine Street Station

Time: 4:00 pm

Welcome & Introductions. Chairman Moncure welcomed the Board and attendees and invited them to introduce themselves.

Host Community Comment. Town Manager Gary Brown welcomed the MRRA Board. He stated that in the seven months since last MRRA's last meeting in the Brunswick Council Chambers, building 4 at Brunswick station is fully occupied. He also updated the Board that Bowdoin College and the Town conducted some property transfers resulting in Bowdoin College acquiring the Longfellow School, and the Town acquiring the McClellan building where the Town hopes to move its offices in about two and a half years.

Gary reported that Amtrak plans to start its rail service to Brunswick this year, and the properties on the corner of Pleasant and Stanwood Streets have been acquired by the Brunswick Development Corporation for the purpose of building a police station. To that end, the site plan and building plan for the police station is nearly completed.

The deed for the 66-acre East Brunswick Transmitter site conveyed to the Town from the Department of Interior as part of the base closure has been recorded. Gary said that going forward the Council intends to support MRRA

and that he hopes to have the two TIFs for Brunswick Landing and Brunswick Executive Airport completed later this year,

Minutes of November 20, 2011. Don Hudson made a motion to approve the Board minutes of November 20, 2011, which was seconded by Sandra Updegraph. The vote was unanimous of the Board members.

Executive Director's Report.

Federal Update.

- Property Conveyances and Lease/License Requests.

Executive Director Steve Levesque said that since signing the Purchase and Sale Agreement in September with the Navy for the 1,098 acre Economic Development Conveyance (EDC) parcel, the Navy has conveyed approximately 330 acres of land at Brunswick Landing and 46 acres of the Topsham Commerce Park. In March 2011, the Navy transferred 714 acres of the airport property to MRRA as part of a Public Benefit Conveyance (PBC). The majority of the remaining acreage (216 acres) will be conveyed later this month, with the remaining properties being conveyed over the summer.

In early spring, MRRA will receive another deed from the EDC parcel – about 251 acres as depicted on the maps contained in the Board packet.

Steve said that the Navy is also going to assign another 630 acres on the southern end of the base to the Department of Interior to deed to the Town in early spring.

Local Update.

Steve advised the Board that MRRA staff has been working with Town of Brunswick staff and town council to secure TIF agreements for Brunswick Landing and the Brunswick Executive Airport to assist with infrastructure improvements and other economic development eligible activities. To work out the details, a subcommittee was created consisting of two town councilors and two MRRA board members (John Moncure and Steve Weems). The town council will be setting a public hearing date at tonight's council meeting.

Steve reviewed the current leases at Brunswick Landing, noting that there are 17 leases on property that MRRA either owns or leases from the Navy. He also reviewed job creation numbers, noting that from the lease commencement dates there are approximately 450 projected jobs and 117.5 are filled to date.

Steve said he wanted to make a public statement on behalf of MRRA regarding Kestrel Aircraft's decision yesterday to locate its manufacturing part of its facility in Superior, Wisconsin. While MRRA is certainly disappointed that it

could not put together a package that could win over the whole complement of the Kestrel facility, we are encouraged that Kestrel will still have a major presence in Maine and in Brunswick. In fact, Brunswick will be their finishing facility, which is projecting about 100 jobs. Steve said it is also an opportunity to hopefully grow with Kestrel and other aerospace companies, and it will not change MRRA's aggressive nature of going after companies.

Committee Reports.

Executive Committee.

Executive Committee Chair John Moncure said that the Committee met on December 13, 2011 and on January 10, 2012. Chair Moncure summarized the meetings stating that Executive Director Levesque reviewed property transfer updates with the Committee, reviewed state and local updates, lease updates, and the annual report to Governor (required by statute), which will be posted on MRRA's website.

John also reported on the Maine Development Foundation (MDF) Policy Leaders' Academy event in which the legislators and other guests toured the Brunswick Landing and received a briefing on the base redevelopment. The tour and briefing was sponsored by MRRA, Maine Technology Institute, University of Maine and Southern Maine Community College.

John noted that the Committee also received a report on MRRA staff changes. Dan Meggison was hired as MRRA's new Maintenance Supervisor. Dan is a former Navy chief who was also a Seabee. Dan knows the Brunswick Landing property well and understands the runways and equipment, having worked at the former NASB. Steve advised the Committee that MRRA will be looking to hire a Maintenance Worker as well.

Steve advised the Committee that Airport Operations Coordinator Melissa LaCasse has a new baby boy born last week and is on maternity leave for three months. Suzanne Krauss will be assisting Marty McMahon, Aviation Services Manager, on a contract basis while Melissa is on leave. Suzanne is a naval aviator and previously worked with Marty in the BRAC Transition Office at NASB.

Chair John Moncure also advised that MRRA applied to be an allocatee of the New Markets Tax Credits (NMTC) program and should be hearing within a month as to whether it is granted. John said that the NMTC program is important to help MRRA assist in the development of businesses at Brunswick Landing.

Finance Committee.

Finance Committee Chair Rita Armstrong said the Committee met on December 14, 2011 and January 12, 2012.

With the decision of the Board to host an Air Show in August of 2012, Rita Armstrong presented two draft air show budgets; one from January 1 to June 30, 2012 and then a budget from July 1, 2012 to June 30, 2013.

Action Item: Rita Armstrong made a motion that the MRRA Board of Trustees adopt the proposed FY2012 and FY2013 Air Show Budgets as presented, and as recommended by the Finance Committee, which was seconded by Don Hudson. The vote was unanimous of the Board members.

Committee Chair Armstrong also advised the Board that the Committee is recommending it to adopt Amendment No. 1 to the Office of Economic Adjustment (OEA) budget which has already been approved by OEA. The amendment funds the new bookkeeper position and authorizes a grant amendment to fund an additional \$15,000 for an agreement with the Town of Brunswick to appraise property at Brunswick Landing bringing the total budget for commercial valuation to \$77,000. In addition, the proposed amendment also allows the funds used for the Environmental/Planner position to be used to fund an Assistant Engineering position.

Action Item: Rita Armstrong made a motion that the MRRA Board of Trustees adopt the OEA Budget Amendment No. 1 as recommended by the Finance Committee, which was seconded by Don Hudson. The vote was unanimous of the Board members.

Committee Chair Armstrong said that the Committee also reviewed the fourth quarter financials, noting that 2011 was a transitional year for MRRA because it was the first year it owned property. She also said that most the financials were based on MRRA's best projections and assumptions for the year. Chair Armstrong said the Committee was pleased with the year end results because the MRRA Special Revenue, Great State of Maine Air Show and Airport budgets fared much better than the projections. In fact, the MRRA Special Revenue Fund and the Air Show budgets came out in the black. This also allowed for the funding of the end of year accrued absences liability (e.g., untaken vacation days) to be funded with the surplus from the MRRA Special Revenue Fund.

Action Item: Rita Armstrong made motion that the MRRA Board of Trustees accept the Quarterly Financial Reports for the period ending December 31, 2011, as recommended by the Finance Committee, which was seconded by Don Hudson. The vote was unanimous of the Board members.

Chair Armstrong indicated that MacDonald Page has provided MRRA with a proposal for an audit as requested by MRRA. They will provide auditing services for year ended 2011, fiscal year 2012 OEA budget, as well as the three

six-month budgets starting January 1, 2012, and fiscal year 2013 budgets starting July 1, 2012. Rita noted that Michael Dunn, MacDonald Page's director, was in attendance to answer any questions the Board may have.

Board member Dan Daggett asked if MRRA was entering into a contract with MacDonald Page for three years because he thought from the discussion at MRRA's October Board meeting, the contract would be for one additional year. Finance Committee member Don Hudson said that the Committee had discussed the situation and decided that because there was going to be a period of transition to align the MRRA Special Revenue, Air Show and Airport budgets with the OEA budget, and because this is MRRA's first year as a revenue generator, and because MacDonald Page has the required background and prior working experience with MRRA, the audit contract would be for three years and would go out to bid thereafter.

Action Item: Rita Armstrong made a motion that the MRRA Board of Trustees authorizes MRRA's Executive Director to enter into a contract with the firm of MacDonald Page of Augusta, Maine for auditing services through the year 2013, as recommended by the Finance Committee, which was seconded by Don Hudson. The vote was unanimous of the Board members.

2012 MRRA Work Plan.

Executive Director Steve Levesque said that MRRA's 2012 Work Plan had been presented at the Board retreat earlier in the day. The Work Plan categories are: Plan Implementation, Studies, Conveyance Management, Environmental Studies and Remediation, Development, Property Management, Economic Development, and Airport. Steve read the following priorities for the public:

- ❑ Develop an administrative and financial structure to provide electrical, telecommunications, water, stormwater and wastewater collection services to property owners and tenants at Brunswick Landing and Topsham Commerce Park.
- ❑ Undertake a sewer system inflow and infiltration (I & I) study for Brunswick Landing.
- ❑ Continue to work with the BRAC PMO office on EDC and Airport PBC conveyances.
- ❑ Complete the sale of property to Affordable Midcoast Housing LLC.
- ❑ Complete airport stormwater study and develop Stormwater Pollution Prevention Plan (SWPPP) as part of the FY2012 MAP program. Establish an appropriate training schedule for Brunswick Executive Airport staff and tenants.
- ❑ Develop a site-wide DEP and Town of Brunswick planning permit for Brunswick Landing including a master stormwater management plan.

- ❑ Continue to invest in utilities at Brunswick Landing and Topsham Commerce Park as well as address American with Disabilities Act and National Fire Protection Association 101 Life Safety Code issues within buildings at both sites along with other site improvements with the proceeds of a \$3.25 million bond issue referendum approved by the voters of Maine in June of 2010 and the Economic Development Administration grant of \$1.7 million.
- ❑ Oversee the construction of the 79,000 square foot build to suit manufacturing facility for Mölnlycke Healthcare USA.
- ❑ Continue to build relationships and contacts in the identified business clusters that will support redevelopment efforts.
- ❑ Continue full airport operations and look for ways to grow market share and promote overall growth for all Maine airports.

Steve Levesque indicated that the entire 2012 Work Plan would be posted on MRRA's website.

Action Item: Don Hudson made a motion that the MRRA Board of Trustees approve the 2012 MRRA Work Plan as presented, and that a copy of same be attached to the official minutes of this meeting, which was seconded by Steve Weems. The vote was unanimous of the Board members.

Brunswick Renewable Energy Center. MRRA's Clean Technology Manager, Tom Brubaker, gave a PowerPoint presentation to update the Board on the Brunswick Renewable Energy Center (BREC). Steve thanked Tom for his presentation and noted that the BREC is an exciting venture with many opportunities.

Other Business. Executive Director Steve Levesque thanked the Governor and George Gervais, Commissioner of the Department of Economic and Community Development, for their work in pulling together a package to try to keep Kestrel's manufacturing component in Maine.

Public Comment. None

Executive Session. Chair Moncure noted that the Board held an Executive Session earlier in the day after its retreat.

Adjournment: A motion was made by Don Hudson at 4:52 p.m. to adjourn from the Board meeting, which was seconded by John Shattuck. The vote was unanimous of the Board members.

Steve Weems, Secretary

ATTENDEES OF 1-17-12 MRRA MEETING

Name	Company/Organization/Residency
Bill Whitten	Cumberland County
Steve Daniels	Central Maine Power
Evan McDougal	Hoyle Tanner & Associates
Brian Whitney	Senator Snowe's Office
Alec Porteous	Senator Collins' Office
Mike Dunn	MacDougal Page
Don Spann	RE/Max Riverside
Gary Brown	Town of Brunswick
Denise Clavette	Town of Brunswick