

**FREEPORT ECONOMIC DEVELOPMENT CORPORATION
BOARD OF DIRECTORS
TUESDAY, August 27, 2013, 7:30 AM TO 9:30 AM
Freeport Community Center
MINUTES**

1. The meeting convened at 7:30 AM

In attendance: Drew Sachs, Peter Troast, David Latulippe, Corey Bouyea, Candice Rinaldi, Mark Malone, Sarah Tracy

Absent: Jeff Zachau, Adam Nappi, Chip Gray, Jim Cassida, Clay Bouton, Wendy Caisse, Betsy Ruff, Peter Joseph

2. Introductory comments

Drew informed the Board that the strategic direction for FEDC would be discussed over the next few Board meetings, and encouraged everyone to attend. Likewise, he reminded the board that we would have appearances in front of the Freeport Town Council related to the Vision 2025 Plan and economic development structure, and emphasized the importance of showing support for FEDC at those meetings.

3. Approval of MINUTES of July 23, 2013, meeting

Dave moved approval of the minutes as printed. Peter seconded. The vote was unanimous of all those present and voting.

4. Acceptance of FINANCIAL STATEMENT for period ending July 31, 2013.

Keith explained that the new appearance was due to the changes in Quickbooks. He called the board's attention to how personnel costs would now be reported. He also addressed the over-budget expenditure in website hosting, which was due to changes that were necessary to accommodate the new website. Mark suggested another column in the report which could show the current month or quarter expenditure as a percentage of the total, so that it makes a better presentation of the previous month's spending. Keith said he would try to revise the report. Mark moved acceptance of the financial statement as presented. Dave seconded. The vote was unanimous of all those present and voting.

5. Executive Director's Report

Keith attended ribbon-cutting ceremonies for Maine Woolens and Casco Bay Fibers, and he praised the Chamber for their efforts in putting on these events. He mentioned that he is seeing an improvement in direct contacts, rather than getting new business contacts as referrals from Freeport Planning/Codes Dept., or from other organizations. Keith also met with Donna Larson and spoke with Aaron Shapiro at Cumberland County about the availability of CDBG funds for a community kitchen/value-added food production facility which might also be a capitalizing project for FEDC. Drew told the board that this project is very early in the conceptual phase, although there already seems to be demand. He described CDBG funds as flexible, in how they can be used for economic development projects like this one. Keith stated that the result of his conversation with Aaron Shapiro was that assuming all went well, there was potential that this could be a CDBG-eligible project. Peter stated that this was an interesting idea, and asked about the application process and deadlines, if any. Keith and Drew discussed the process, and stated that the deadline is usually in the spring. Keith also discussed his meeting with Peter Troast to develop a marketing plan. Keith and Peter requested the involvement of Mark Malone to help review the plan.

6. Review of Draft Consent Agenda and Discretionary Spending Policies

Drew gave the background and explained the need for these policies. Keith stated that he had prepared these draft policies and would welcome feedback or revisions. Peter recommended the correction of a typo on the Consent Agenda policy. Corey stated that he thought both policies would achieve the desired outcomes, but that there still may be some discussion on smaller issues that will still go on longer than they should. Dave moved approval of both policies, with the correction proposed by Peter Troast. Mark seconded. The vote was unanimous of all those present and voting.

7. Discussion Regarding Town Council Workshop on Economic Development Structure

Drew stated at the October 1 workshop, the Board should be prepared to take a position on economic development structure. He also supposed collection information to present to the council that supports our position. Sarah stated that a few town councilors had voted in favor of having this conversation about structure, and that there are also those on the council who did not want to discuss it again. She felt that there were enough questions and concerns in the community to warrant having the discussion again. She did not feel that there was a strong push to eliminate funding to FEDC entirely, but perhaps there could be support for a change in the FEDC board to be more representative of the entire community, rather than just business interests. She also noted that she intends to play a role in that workshop as a councilor, and intends to ask questions about confidentiality of information shared with FEDC, and how often it is a real issue. Sarah also encouraged FEDC to do more public outreach, especially to those neighborhoods where there is distrust and hostility towards FEDC. She cited the ongoing L.L. Bean Paddling Center project as an opportunity to do outreach. Keith stated that he has been open and honest in discussion FEDC's activities with residents who oppose FEDC, and believed that this honesty was building relationships and a level of trust. Sarah offered to recuse herself from FEDC discussions on strategy for the workshop discussion because she planned to participate as a councilor. Drew invited her to continue participating in FEDC's conversations as he felt it would not present any conflicts, but encouraged her to do what she felt was best. Drew concluded by saying that there were a number of board members absent from the meeting, and that over the next few weeks, he would send e-mails to get more board members thoughts on this matter. He hoped to present the board members with various structure options, and the pros and cons for each to see what the majority would prefer. He encouraged the board members to respond and make their opinions heard.

8. Executive Session to discuss a Personnel matter

David moved and Peter seconded that the Board enter Executive Session. The vote was unanimous of all those present and voting. The board entered executive session at 9:10 AM.

9. Adjourn

The meeting adjourned at approximately 9:30 AM.

Future Board Meetings:

September 24
October 29
November 20 (6:00 PM, location TBD)
January 28
February 25
March 25
April 29
May 20
June 25 (Annual Meeting - 6:00 PM, location TBD)

All meetings held at Freeport Community Center, 53 Depot Street – unless otherwise noted