

**FREEPORT ECONOMIC DEVELOPMENT CORPORATION  
BOARD OF DIRECTORS  
TUESDAY, January 28, 2014, 7:30 AM to 9:30 AM  
Freeport Community Center  
MINUTES**

**1. The meeting convened at 7:35 AM**

In attendance: Drew Sachs, Wendy Caisse, Candice Rinaldi, David Latulippe, Mark Malone, Betsy Ruff, Chip Gray, Peter Troast, Sarah Tracy, Jim Cassida  
Absent: Corey Bouyea, Adam Nappi, Jeff Zachau, Peter Joseph  
Guests: Roben Voight, Mark Oullette

**2. Introductory comments**

Drew called the meeting to order, and acknowledged Mark Oullette, the Director of Mobilize Maine, who would be making a presentation to the board. He mentioned that we may have other presentations in the future, possibly from other economic development officials or organizations in the state, just to hear what other communities are doing.

**3. Consent Agenda Items:**

**1. Approval of MINUTES of November 20, 2013 meeting**

**2. Acceptance of FINANCIAL STATEMENT for period ending December 31, 2013.**

David Latulippe pointed out that Jim Cassida's name was not listed on the minutes for the November 20 meeting as being present or absent. Keith indicated that he had made a note that Jim Cassida was absent from that meeting, and would make the correction. Wendy moved and Candy seconded approval of the consent agenda with the correction to the minutes as discussed. The vote was unanimous of those present and voting.

**4. Executive Director's Report**

Keith mentioned that he had been contacted by a resident on a project, and the resident had mentioned off-hand that he had been "hearing great things" about FEDC, and that it seemed "the word on the street" was that it was moving in the right direction. Keith thought this was excellent feedback. Keith reminded the board that a joint meeting between FEDC and the Planning Board was set for February 5. The purpose of the meeting was to present the Vision 2025 Plan to the board. A discussion was likely to follow regarding Vision 2025, and Keith encouraged board members to attend. Wendy Caisse said that the Planning Board should have some exposure to Vision 2025, as it might be useful in their discussions about setting the Planning Board's goals and priorities for the year. Sarah Tracy encouraged Keith to also use it as an opportunity to seek feedback from the Town on the Plan, and to ask what goals and action items were of the greatest importance in the eyes of the Planning Board. Drew agreed and said that our request for feedback on the plan should be continuous. Keith mentioned that he was working with a number of different property owners, and potential purchasers of an existing business in town, as well as a few new businesses which should be opening in the early spring. Keith mentioned that more on this would be discussed in executive session, due to confidentiality. Inquiries to FEDC have increased dramatically in this quarter. In January alone, the number of inquiries had already doubled the total inquiries in the entire 4<sup>th</sup> quarter of 2013. This was another positive sign of improvements to the local economy.

**5. Presentation by Mark Oullette, Exec. Director of Mobilize Maine**

Mark Oullette made a presentation to the board about the high-speed broadband internet connection available along route 1 in Freeport via the "Three Ring Binder." He talked about the opportunity to set up, with minimal cost, free high-speed wireless internet throughout the village, or beyond. He also spoke about opportunities for residents to have different options for internet connections. A discussion ensued about the costs and the possibilities of setting up wireless internet service in Freeport. The board thanked Mark for his presentation.

**6. Membership Guidelines Update**

Keith reminded the board that a committee had been appointed in November to create some guidelines and qualifications for new board members that could be used to evaluate potential candidates. He also presented a draft board member application, which would be filled out by anyone that had interest in a vacancy. The board thanked the committee for creating the guidelines. Jim Cassida asked that with regard to seeking different areas of expertise, background and experience, whether or not FEDC's By-Laws state that certain backgrounds/expertise should be represented on the make-up of the board. Keith indicated he did not believe

that they did, except to say that the Town Manager and a Council Liaison shall be Ex-Officio members. The board also discussed whether or not applications should be sought on a continuing basis so that a list of interested persons could be maintained and utilized when an opening arose, or whether applications should be sought only when there was an opening. There were differing opinions among the board on this issue. Keith also sought feedback on a rough draft for an application. He stated that he had largely used the town's board/committee application as a template, and wanted feedback on how FEDC's application should differ. The board made some suggestions for revisions, including adding sections on the application for the applicant to indicate whether or not they are a business owner, other boards/committees on which they serve, and their educational background. Jim Cassida recommended that the board should give guidance to the membership committee on what it perceives are the particular needs/gaps in the board's existing make-up. Keith indicated he would make revisions to the document, and the board requested that it come back on the February meeting agenda.

**7. Review of Proposed/Draft Budget**

Keith presented a draft budget for FY 2015 for the board's consideration. He indicated that the board did not need to engage in a thorough discussion of the budget this far in advance of the new fiscal year, but that the council would be seeking our funding request for FY2015, and our workshop with the council would be coming up in early or mid-March. The proposed budget arrived at the same number as last year for a funding request: \$105,000. Sarah Tracy asked about some of the line items which were funded in FY2014, but were not spent. Peter Troast indicated that the marketing line-item remained inadequate. Mark Malone asked about the part-time staff assistant position which was still funded in the proposed budget. The board had many concerns about the budget, but tentatively approved a request of \$105,000, pending a further look into these expenditures and whether or not they could be changed. Betsy R. moved and Chip Gray seconded approval of a funding request at \$105,000, pending a further review of FEDC's FY2015 budget.

**8. Executive Session**

David Latulippe moved and Jim Cassida seconded that the board enter executive session. The vote was unanimous of those present and voting.  
The board entered executive session at 9:05 AM.

**9. Adjourn**

The meeting adjourned at 9:40 AM.