

**FREEPORT ECONOMIC DEVELOPMENT CORPORATION  
BOARD OF DIRECTORS  
TUESDAY, April 29, 2014, 7:30 AM to 9:30 AM  
Freeport Community Center  
MINUTES**

**1. The meeting convened at 7:40 AM**

**In attendance:** Drew Sachs, David Latulippe, Candice Rinaldi, Mark Malone, Chip Gray, Betsy Ruff, Jim Cassida

**Absent:** Adam Nappi, Wendy Caisse, Corey Bouyea, Peter Troast, Jeff Zachau, Sarah Tracy, Peter Joseph

**2. Introductory comments**

Drew opened by noting that development season had begun, and that hopefully some new potential projects in Freeport would also emerge. He mentioned that there was a possibility of a new light manufacturing/processing business in the works, and that principles of the business would be visiting town in the summer. He said that Keith would be involved with this potential client, and promised to keep the board informed.

**3. Consent Agenda Items:**

**1. Approval of MINUTES of February 25, 2014 meeting**

**2. Acceptance of FINANCIAL STATEMENT for period ending March 31, 2014.**

David commented that Candice Rinaldi's name was missing from the attendance list on the February minutes.

Keith said he would make the correction. David moved acceptance of the consent agenda with the correction to the minutes. Chip seconded. The vote was unanimous of all members present and voting.

**4. Executive Director's Report**

Keith updated the board on the budget process. He stated that on April 1, 2014, a public hearing had taken place on the 5-year capital plan and TIF budget, which included FEDC's funding. As had been the case in past years, a small group of citizens spoke at the hearing and urged the council to either reduce or eliminate FEDC's funding. Keith also stated that Scott Dugas, purchaser of the property at 291 US Route 1 South had spoken in favor of FEDC, as did Sande Updegraph from the Chamber, and (via a letter) Irina Zhidovtseva, the owner of the new tailoring and alterations business on Route 1. Councilor Wellen spoke against funding FEDC, stating that he favored a part-time municipal economic development position, but the council was otherwise very supportive of FEDC. The TIF budget, including FEDC's funding request for FY2015 (\$95,000) was approved by a 6-1 vote on April 15. Keith stated that the public testimony about FEDC demonstrated a lack of understanding and awareness of the organization's activities and mission. The board encouraged him to continue to speak publicly about the organization to try and counter the mis-information about FEDC.

**5. FEDC FY2015 Budget**

Keith gave the board an update on the proposed FY2015 budget. He noted two changes since the last draft. First, that \$600 would have to be added to the "Insurance" line item for unemployment compensation insurance. FEDC had not been required to pay this separately in the past because it was considered exempt when the FEDC employees were considered town employees. However, now FEDC would need to carry this cost. Second, he recommended adding \$1100 for monthly board meetings, as FCS would be invoicing FEDC for use of the meeting rooms. Jim agreed that the \$1100 should be added to the budget, but that the board should consider if there was some value in moving meetings to various locations. Keith indicated that he wanted to discuss that issue under the agenda item about booking space for FY2015 board meetings. The board recommended that the \$1100 be added in to the budget. Keith stated that he anticipated no other changes, and that a complete FY2015 budget should be up for their approval at the annual meeting in June.

**6. Membership Committee**

Keith stated that as part of the process for nominating someone to fill a board vacancy, there must be a nomination committee, and that since a few applications had been received for the vacant board seat, the committee should be constituted to review the applications, interview candidates and make a nomination at the May meeting, so a new member election could be completed at the annual meeting in June. Drew stated he thought the president of the board should have a permanent seat on this committee as part of his/her responsibilities, and that the executive director should also be involved. Betsy asked how many people there should be on the committee. Keith responded and said that the board's policy recommended no less than three (including the board president) and no more than five. Chip Gray recommended Adam Nappi because of his work

in the past in board membership. Jim Cassida stated that he had previously expressed a willingness to be involved, and David made Jim's nomination official. The board unanimously approved a Nomination Committee made up of Drew, Adam, Jim C. and Keith.

#### **7. Discussion about Annual Meeting & FY2015 Meeting Schedule**

Keith said he was seeking the board's approval of the meeting schedule for FY2015, as well as guidance on this year's annual meeting. Keith reminded the board that FCS would be invoicing FEDC for use of meeting room space, and he asked if FEDC should consider having more meetings in other locations. Chip Gray said that the Harraseeket Inn could be available, but that FEDC would have to take a back-seat to paying customers. Candice stated that Bath Savings had a conference room space that could be made available. David cautioned that board that moving meetings to various locations might deter public participation and send the wrong message. The board urged that Keith reserve the dates indicated for FCS, and that these questions could be raised as needed.

#### **8. Executive Session**

The board entered Executive Session at 8:25 AM.

The board came out of Executive Session at 9:15 AM

#### **9. Adjourn**

Prior to adjourning, Drew asked if any other board members had comments or concerns. Mark proposed a change to the agenda: the addition of an "economic development activity" or "economic development matters" item for each meeting, because the board had been bogged down with administrative matters. He stated that the trend of veering the board's attention to administration had happened in the past, and that it was time for another course correction. He mentioned new properties that had been placed on the market and some new projects that had been approved as things which the board should be aware of, and should be used to spark discussion about economic development issues facing Freeport. Drew responded that this was a good idea, as long as the conversations did not include information that was sensitive or confidential to the businesses or property owners involved. David seconded Mark's suggestion. The change was approved by a unanimous vote of all those present and voting.