

**FREEPORT ECONOMIC DEVELOPMENT CORPORATION
BOARD OF DIRECTORS
TUESDAY, March 29, 2016, 7:30 AM
Freeport Community Services
MINUTES**

1. The meeting convened at 7:40

Attending: Jim Cassida, Wendy Caisse, Candice Rinaldi, Adam Nappi, Peter Troast, Ed Bradley, David Latulippe, Mark Malone, Scott Gleeson

Absent: Zane Shatzer, Betsy Ruff, Mary Davis, Andy Kull, Chip Gray, Peter Joseph

Guest: John Shattuck

2. Introductory comments

Jim had no introductory comments, and asked the board to skip ahead in the agenda to accommodate John Shattuck's presentation. The board agreed.

3. Consent Agenda Items:

1. Approval of MINUTES of February 22, 2016 meeting

2. Acceptance of FINANCIAL STATEMENT for the period ending February 29, 2016

Candice moved the consent agenda. Ed seconded. The vote was unanimous of all those present and voting.

4. Economic Development Report (Written Report)

Keith rested on his written report, since many of the issues he had worked on would be discussed as part of the agenda.

5. Presentation from John Shattuck, Town of Topsham, on Build Maine Conference

John Shattuck introduced himself as the Economic Development Director for the Town of Topsham. He gave a brief overview of the Build Maine organization, and the New Urbanist movement. He spoke about the past Build Maine conferences and the value of attending these sessions for planners, economic development professionals, real estate developers and to some extent, local businesses. The presentations focus on sprawl and peripheral development versus central town development. Build Maine provides a lot of data which makes the case for the New Urbanist position on the high costs of peripheral development. There would be another conference, he explained, on June 23rd, in Lewiston. He hoped to have a coalition of communities: Yarmouth, Freeport, Brunswick, Bath and Topsham to pitch in for sponsorship. Municipal sponsorship, he explained, allows any members of the planning department, citizen planning/project review boards, or town council to have free admission to the event. The cost to FEDC would be \$500. Jim said that there is value, but only if people attend from Freeport. Wendy said that as Planning Board chair, she would attend. Scott said that as a town councilor, he would also attend. Ed moved approval of the \$500 appropriation. Peter T. seconded. John emphasized that the evening presentations are always the most valuable, to accommodate people who can't attend the day sessions. David encouraged Keith and others to push for attendance and participation from Freeport, and suggested mentioning it to members at FreeportUSA and the Chamber. John said that the Build Maine folks would only be somewhat flexible when it came to local businesses and not local officials or board members, on who could participate for free under the municipal sponsorship. Jim encouraged Keith to speak with Donna Larson, the project review board, and the planning board. The vote to approve the appropriation was unanimous of all those present and voting.

6. Update on Maine Arts Commission Grant Application

Keith reminded the board that the last time this matter had been brought before the board, it had been to discuss the issue of his participation on the FACA board, as well as in another project pursuing the same property as FACA. Keith said that he and the FACA group had mutually agreed that he should resign from the FACA board, but would continue assisting them in any way he could in his capacity as FEDC director. Ed said that Keith's resignation was a win-win situation, because it allowed the board to continue to utilize Keith's expertise and information, and allowed FEDC to continue assisting a local business. Ed went on to explain that the FACA board had applied for a grant from the Maine Arts Commission which would pay half of the cost of completing a town-wide cultural plan. FEDC had agreed to be the applicant, but at the 11th hour, it was determined that FEDC was not eligible, because it lacked 501(c)(3) status. Instead, the Town of Freeport agreed to be the applicant, and FEDC agreed to be the contracted agency for handling and administration of the grant. Scott Gleeson said that

normally, the decision of whether or not the town should apply for the grant should go to the council, but in this case, the situation was extremely time-sensitive. Peter Joseph had contacted council leadership and they encouraged Peter to move forward with the application. The matter would be discussed further at the FEDC workshop on March 29. Ed said that the next step would be to have the council appropriate \$10,000 from the Destination TIF funds to the cultural plan, which would serve as the matching funds in the event the grant was awarded to Freeport. Keith said that the request to add this amount to the TIF budget should be made at the April 5 public hearing on the TIF/Capital budget. The board agreed that a member of FACA should be there on that date to formally make the request. Scott Gleeson encouraged FACA to also provide something in writing in advance of the meeting stating their intention to make the request. Ed asked about the March 29 workshop, and if FEDC would make the request at that time. Jim said that it is more appropriately made on April 5, but that FEDC should state their support for the allocation of TIF funds for this use at both the workshop (where the grant application would surely be a topic of conversation) and also at the April 5 public hearing. Keith asked if FEDC would be making the request for the allocation, or if FEDC would be supporting a request made by FACA. The board agreed that the request should come from FACA, but that FEDC should state their strong support.

7. Discussion re: Filling Board Vacancies

Keith reminded the board that at the February meeting, he had announced that Peter Troast would not be seeking re-election to the board following the end of his term in June. Keith has already received applications, and is excited to see some highly qualified applicants showing interest. He asked if a membership committee could be composed to meet and vet these applicants. He said that Jim and Adam had volunteered to be part of the committee, and Keith mentioned that Betsy had stated some interest following the February meeting, but he had not gotten a confirmation. Jim said there should be one additional member, and that Betsy could be considered an "alternate." Wendy volunteered. Keith said he would begin setting interview dates for sometime in April and will coordinate with the committee members.

8. Preparation for the Workshop with Town Council (March 29)

Keith reminded the board that the workshop would take place on March 29. He said that he had previously submitted a memo to the council summarizing FEDC's activities in the last year, which the board had reviewed and commented on. He asked if the board had any thoughts on what the messages or themes should be regarding the workshop discussion. Scott encouraged Keith to focus on the work with the arts and cultural group, and not just the grant, but the progress that FEDC has helped them achieve. Jim suggested spending less time on FEDC's budget ask, and more time on what we've accomplished and what we plan on doing in the coming year. David suggested that the vacant storefronts that had recently opened would be a topic the council might like FEDC to address. He said that the message is that these spaces are turning-over and will be re-filled, and FEDC is already working with some businesses interested in those spaces. Keith thanked the board, and reminded them that if they are able to attend, their presence at the workshop would be appreciated.

9. The meeting adjourned at 9:05.