



AGENDA

Board of Directors Meeting

Tuesday – June 27, 2023

7:45a – 9:15a

Remote via Zoom

<https://us02web.zoom.us/j/82757742365?pwd=eVZuNG9IdW11QVg0SVRfTIVETXRzUT09>

1. **Welcome and Introductions**
2. **Consent Items**
 - a. Financial report as of May 31, 2023 *(See Attachment 1)*
 - b. Summary of Town Council workshop on May 23, 2023 *(See Attachment 2)*
3. **Downtown Vision Update**
 - a. Downtown Housing
 - b. Upcoming Grant programs ~ Fall 2023 *(See Attachment 3)*
 - c. Community Outreach
4. **Transit-Oriented Development District Planning**
 - a. Current Tax Density Map for Conceptual District *(See Attachment 4)*
 - b. Allocate funds for Capital Planning by Woodard/Curran *(See Attachment 5)*
5. **Board Member updates** *(See Attachment 6)*
6. **2023-2024 Board Meeting Dates** *(See Attachment 7)*
7. **Metrics** *(See Attachment 8)*
8. **New Business**
9. **Adjourn**

Attachment 1. FINANCIAL REPORT AS OF MAY 31, 2023

Freeport Economic Development Corporation
Profit and Loss
July 2022 - May 2023

	Total
Income	
Town Appropriation	98,750.00
Payroll Company Error reimbursement	2,202.00
Total Income	\$100,952.00
Gross Profit	\$100,952.00
Expenses	
Advertising/Marketing	507.51
Professional Services	1,130.00
Total Advertising/Marketing	\$ 1,637.51
Business Support Expense	4,210.00
Client/Public Meetings	78.07
Conferences/Trade Show/Training	669.00
Dues/Membership	460.00
Insurance	1,980.00
IT Services	860.45
Mileage/Parking	5.00
Non-Operating (deleted)	
Marketing	68.04
Total Non-Operating (deleted)	\$ 68.04
Payroll Expenses	
Fica/Medicare Exepenses	19,569.10
Gross Wages Ex. Director	61,785.06
Retirement Contribution 403b	6,691.47
Total Payroll Expenses	\$ 88,045.63
Payroll Processing Fees	762.75
Postage	5.25
Professional Services	1,522.50
Web Site Revisions/Maintenance	450.00
Total Expenses	\$100,754.20
Net Operating Income	\$ 197.80
Other Income	
Savings Interest	8.77
Total Other Income	\$ 8.77
Net Other Income	\$ 8.77
Net Income	\$ 206.57

Attachment 2: SUMMARY OF MAY FEDC COUNCIL WORKSHOP

FEDC joined Freeport's Town Council on May 23rd to discuss annual goals and budget for Fiscal Year 2023-2024. Thank you to Board President Mary Davis and Board members Becky Doten-Lizotte, Candice Rinaldi, Leanne Barschdorf-Nichols, Jason Sulham, and Stefanie Millette for participating. It was wonderful to have such strong attendance.

FEDC's presentation was well-received by the Council. While the Council could not take formal action, the discussion was positive and revealed general consensus in support of FEDC's goals for coming year, as summarized below in the final slide of our presentation deck.

The *Catalyst Site Community Design Charette* action item will require further refinement and could take a different form, such as an iterative, pop-up, tactical urbanism approach.

FEDC Seeks Council Endorsement to Move Forward

Attract New Businesses and Support Developers

FEDC's core activity

Be the Town's Objective Data Source

Data Team ~ Muskie School Intern ~ Collaboration with Town Committees / Boards

Economic Development Infrastructure Capital Planning

\$5,000 FEDC funding for Woodard and Curran to map existing assets, quantify needed investment, & calculate investment and return on investment via valuation growth

Catalyst Site Community Design Charette

\$45,000 for survey work & urban designer to engage community & illustrate concept

- *\$15,000 FEDC funding*
- *\$30,000 Town funding*

Transit Oriented TIF District Exploration

\$5,000 FEDC funding to retain TIF Attorney to calculate tax shifts and benefits to local taxpayers as due diligence that can subsequently be used as part State District application

Attachment 3: CONCEPTUAL TOWN-FUNDED GRANT PROGRAM~ FALL 2023

Board Request: To consider allocating FEDC staff time to promote and coordinate program in collaboration with Town Finance Department.

Activate Your Space Fit-Up Grants

Goal

Empower local businesses, both new and existing, with matching funds to make needed improvements to Downtown commercial spaces to enhance business vitality, expand and diversify Freeport's offerings, activate underutilized spaces, and enhance the experience of residents and visitors

Eligible Projects

Redevelopment, restoration, and reconfiguration of commercial properties throughout Freeport's Downtown, such as utility connections, accessibility improvements, space reconfiguration, façade upgrades, signage, updates for code compliance, and more.

Available Funding

\$60,000 in total is available for multiple projects

Projects are eligible for up to \$10,000

Town grant funds must be matched 1 to 1 with private investment

Application and Award Timeline - 2023

Announce Opportunity	September
Application	October - November
Committee Review	December 1, 2023
Awards Announced	December 15, 2023

Following the first cycle above, applications will be reviewed on a rolling, monthly basis as funding remains available.

Implementation

Spring / Summer 2024

Project Selection

FEDC will staff the program on behalf of the Town in coordination with Town Finance Director.

Applications will be reviewed by a representative and knowledgeable "Grants and TIF Committee" appointed by the Town Council, or similar

Projects must comply with all relevant codes and regulations

Grant recipients must be in good standing with the Town

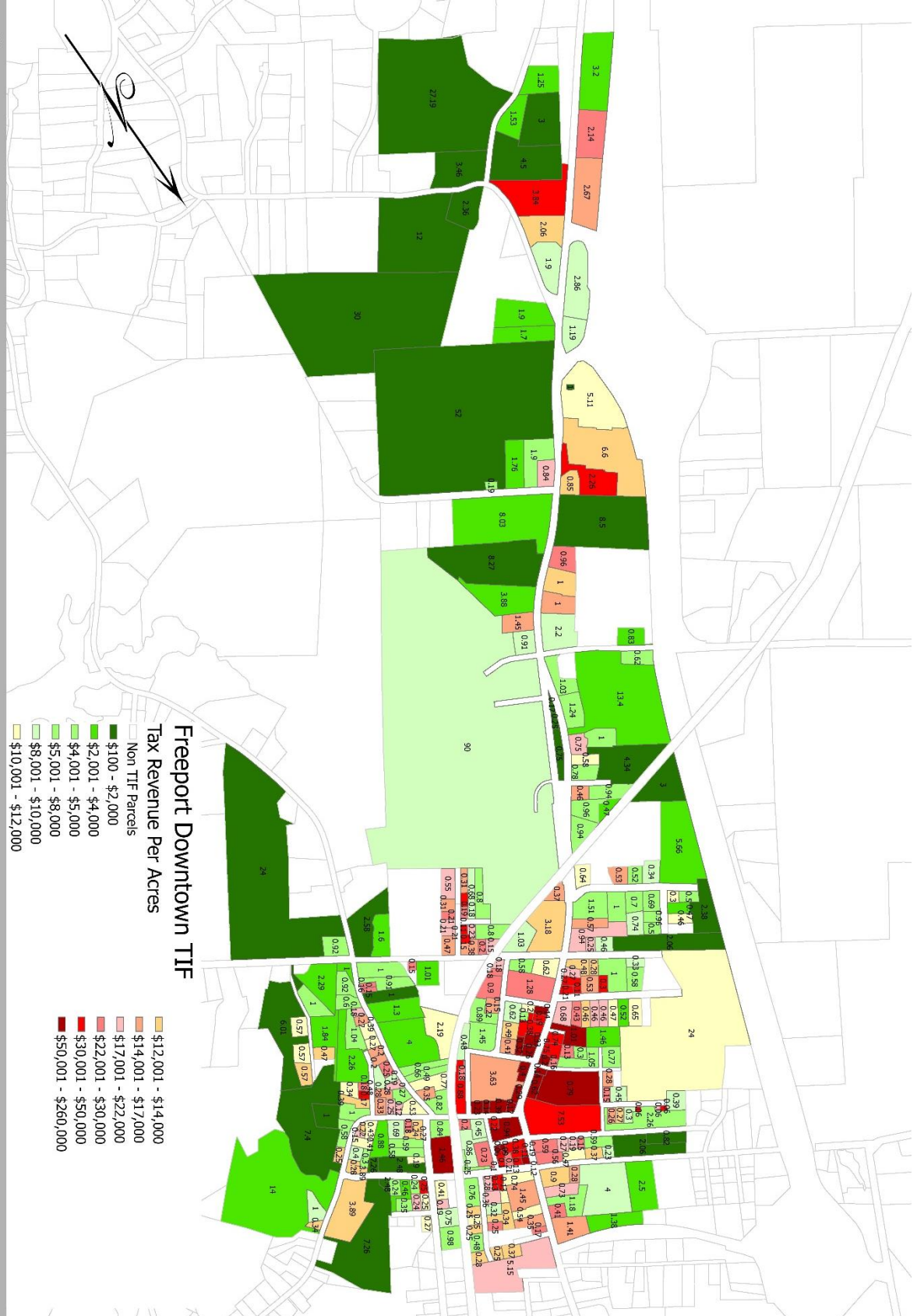
Project budgets must be based on multiple quotes from qualified contractors

A clear evaluation criteria will be established to rank applications based on project qualifications, public benefit, and impact

Attachment 4: CURRENT TAX DENSITY MAP FOR CONCEPTUAL TOD DISTRICT



Freeport, ME Downtown TIF - Tax Revenue Per Acre



- Freeport Downtown TIF**
- Tax Revenue Per Acres**
- Non TIF Parcels
 - \$100 - \$2,000
 - \$2,001 - \$4,000
 - \$4,001 - \$5,000
 - \$5,001 - \$8,000
 - \$8,001 - \$10,000
 - \$10,001 - \$12,000
- \$12,001 - \$14,000
 - \$14,001 - \$17,000
 - \$17,001 - \$22,000
 - \$22,001 - \$30,000
 - \$30,001 - \$50,000
 - \$50,001 - \$260,000

Freeport Town Hall
30 Main Street
Freeport, ME 04032
(207) 865-4743

Attachment 5: TOD DISTRICT CAPITAL PLANNING FUND ALLOCATION

Board Request: To approve a \$5,000 allocation and direct the Executive Director to execute the following agreement with Woodard & Curran.

41 Hutchins Drive
Portland, Maine 04102
www.woodardcurran.com

T 800.426.4262
T 207.774.2112
F 207.774.6635

June 14, 2023



Brett Richardson
Freeport Economic Development Committee
Town of Freeport
30 Main Street
Freeport, ME 04032

Re: Proposal for Capital Improvements Planning for Transit Oriented Development District

Dear Brett;

We have appreciated the opportunity to work with the Town to strategize how best to fund the upgrade of the wastewater system, which supports future growth and development in the Town. The collaboration by the Town and the Freeport Sewer District to investigate how best to manage future rates while also seeking funding sources that are unique to each will best serve the community. Through this process, we have had the chance to discuss future capital planning needs with both you and Adam Bliss.

As requested, we have put together a scope of services for initial development of an overall capital plan for the Town's proposed Transit Oriented Development District. We believe this work can set the stage for developing the a Tax Increment Financing District and determine the financial needs to support build-out of the water, wastewater, stormwater, and vehicle and pedestrian infrastructure. It also may help support targeted grant opportunities like the Economic Development Administration or future Congressional Directed Spending funding.

SCOPE OF SERVICES

The capital plan will consider sewer, water, storm drainage, streets, utilities, traffic safety, and pedestrian safety and accessibility. The conceptual transit-oriented development district includes:

- Parcels located within one quarter mile of transit stations, including the Metro Breeze stops in front of Maine Beer Company, Town Hall, and the L.L. Bean Flagship store on Main Street, and the Amtrak Downeaster Station off Depot Street in Downtown Freeport
- Parcels located within 500 linear feet of U.S. Route 1 between the Main Beer Company Breeze station and the Town Hall Breeze station.

Woodard & Curran agrees to provide the following services:

- Obtain all available infrastructure plans along the TIF District from the Town and local utilities.
 - Town provided layers include:
 - Sidewalks and trails
 - Storm drains



- Catch basins
- Drainage management areas
- Parcels
- Crosswalks
- Local utilities
 - Maine Department of Transportation
 - Freeport Sewer District
 - Maine Water Co.
 - Unital
 - CMP
- Create a plan showing all the existing infrastructure and identify any gaps in the infrastructure.
- Develop a budgetary level opinion of cost to infill infrastructure gaps and to upgrade existing infrastructure (if readily apparent).
- Attend up to 2 meetings with the Town.

Woodard & Curran agrees to provide the following deliverables:

- A plan showing existing infrastructure and identified gaps in ArcGIS or in a format compatible with ArcGIS applications.
- Spreadsheet(s) of infrastructure gaps and financial calculations to support the budgetary level opinion of cost to infill and upgrade infrastructure as identified in Scope of Services above.



PROPOSED FEE & SCHEDULE

Woodard & Curran proposes to perform the work described within this proposal for a not-to-exceed fee of \$5,000 inclusive of reimbursable and direct expenses and billed monthly for the percentage of work completed.

Work can begin within 15 days after Authorization to Proceed and is anticipated to be completed within 75 days.

TERMS AND CONDITIONS

The Scope of Services will be completed in accordance with the attached Standard Terms and Conditions.

CLOSING

If you accept this proposal and wish to proceed, please indicate your agreement by signing the below Authorization to Proceed and the attached Standard Terms and Conditions. Please return a copy of each for our records.

We greatly appreciate this opportunity to support the Town of Freeport. Please feel free to call me at 207-558-3807 if you have any questions regarding this proposal or require any further information.

Very Truly Yours,

WOODARD & CURRAN, INC.

Brent M. Bridges, P.E.
Senior Principal

BMB/vmf

Attachments: Transit Oriented TIF District Map
Standard Terms and Conditions

AUTHORIZATION TO PROCEED

FREEPORT ECONOMIC DEVELOPMENT CORPORATION

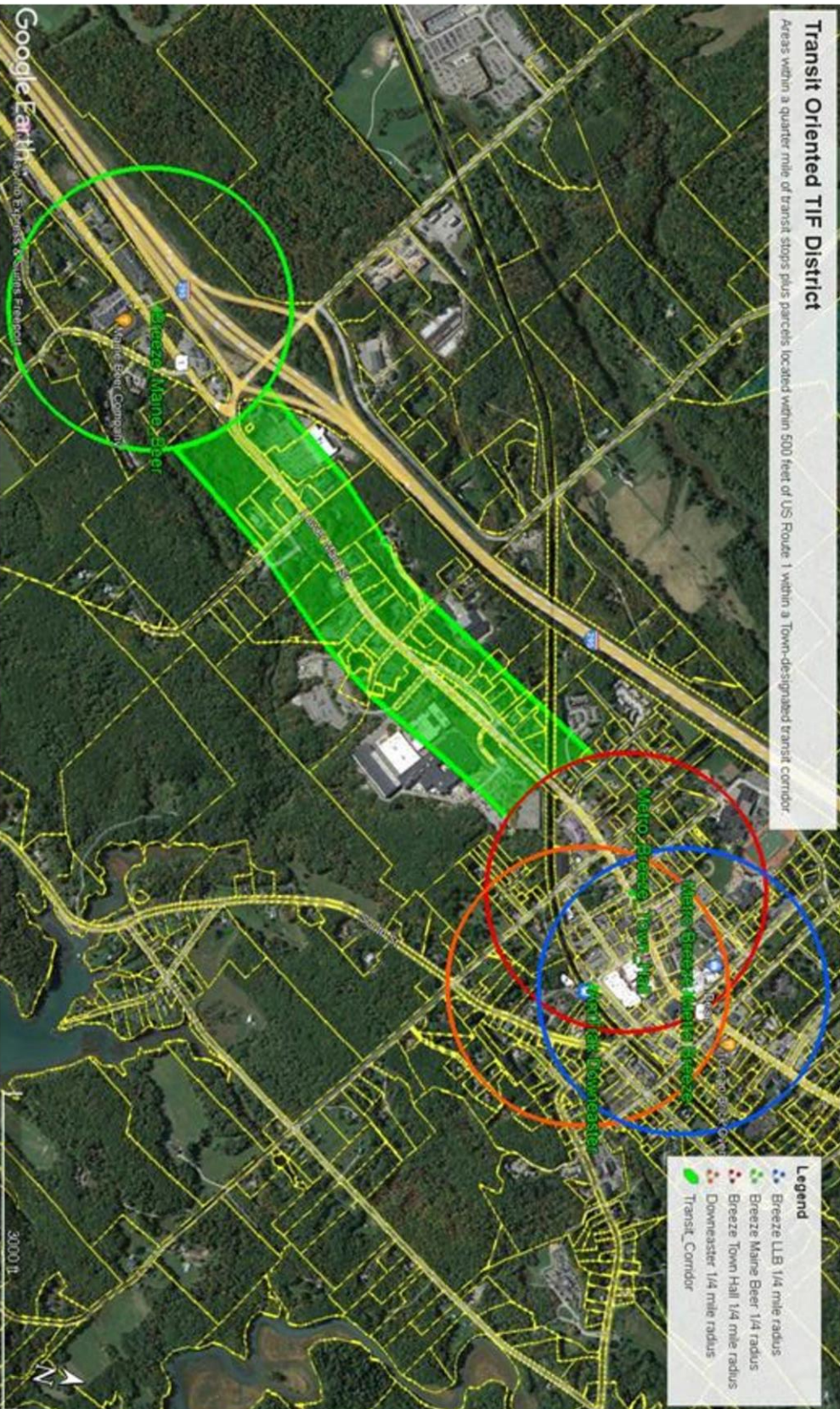
Signature Date

Name (printed)

Title

Transit Oriented TIF District

Areas within a quarter mile of transit stops plus parcels located within 500 feet of US Route 1 within a Town-designated transit corridor.



Google Earth

3000 ft

Attachment 6: BOARD MEMBER UPDATES

FEDC BOARD As of July 1, 2022

PRESIDENT

Mary Davis (June 2023)
16 Kendall Lane
Freeport, ME 04032
PH: 838-1898
Email: maryhitt.davis@gmail.com

VICE PRESIDENT

Dan Bacon (June 2025)
12 Tinkers Way
Freeport, ME 04032
PH: 207-232-5154
Email: dbacon@mr.holdings

TREASURER

Candice Rinaldi (June 2024)
Bath Savings Institution
PO Box 160
Freeport, Maine 04032
PH: 865-6998
FAX: 865-2245
Email: crinaldi@bathsavings.com

Chip Gray (June 2023)
Harraseeket Inn
162 Main Street
Freeport, Maine 04032
PH: 865-9377
Cell: 329-3126
Email: harraseeke@aol.com

Jason Sulham (June 2025)
L.L. Bean
15 Casco Street
Freeport, ME 04033
PH: 207-552-7316
Email: jsulham@llbean.com

Mark Malone, CCIM (June 2024)
Malone Commercial Brokers
5 Moulton Street
Portland, Maine 04101
PH: 772-2422
Cell: 233-6000
FAX: 774-5114
Email: mark@malonecb.com

Leanne Barschdorf-Nichols (June 2024)
Keller Williams Realty
11 Orchard Hill Road
Freeport, ME 04032
PH: 865-6118
Cell: 653-4353
Email: lbarschdorf@kw.com

Rebecca Doten Lizotte (June 2023)
Doten's Construction
392 U.S. Route 1
Freeport, ME 04032
PH: 207-865-4412
Cell: 207-233-9011
Email: rebecca@dotens.com

Sarah B. Tracy, Esq. (June 2023)
2 Pettengill Road
Freeport, ME 04032
Cell: 207-615-7287
Work: 207-791-1299
Email: stracy@piercatwood.com

Stefanie Millette (June 2025)
The Davis Foundations
2 Hummingbird Lane
Freeport, ME 04032
PH: 508-797-2684
Email: stefanie.millette@gmail.com

James Hendricks (June 2024)
Freeport Integrated Health Center
174 S. Freeport Road, Suite 1F
Freeport, ME 04038
H: 831-7110
W: 865-1183
Email: drjah@fihc.comcastbiz.net

Nikki Yanok-Schneider (June 2025)
44 Elm Street
Freeport, ME 04032
Cell: 207-751-6203
Work: 207-504-5872
Email: nvanok@gmail.com

Tawni Whitney (June 2025)
Greater Freeport Chamber of Commerce
115 Main Street
Freeport, ME 04032
PH: 207-847-5240
Email: twhitnev@freeportmainechamber.com

EX OFFICIO

Peter Joseph, Town Manager
Town of Freeport
30 Main Street
Freeport, Maine 04032
PH: 865-4743
Email: pjoseph@freeportmaine.com

Town Council Liaison
Dan Piltch
25 Quarry Road
Freeport, ME 04032
(207) 865-9803
Email: dpiltch@freeportmaine.com

EXECUTIVE DIRECTOR/CLERK

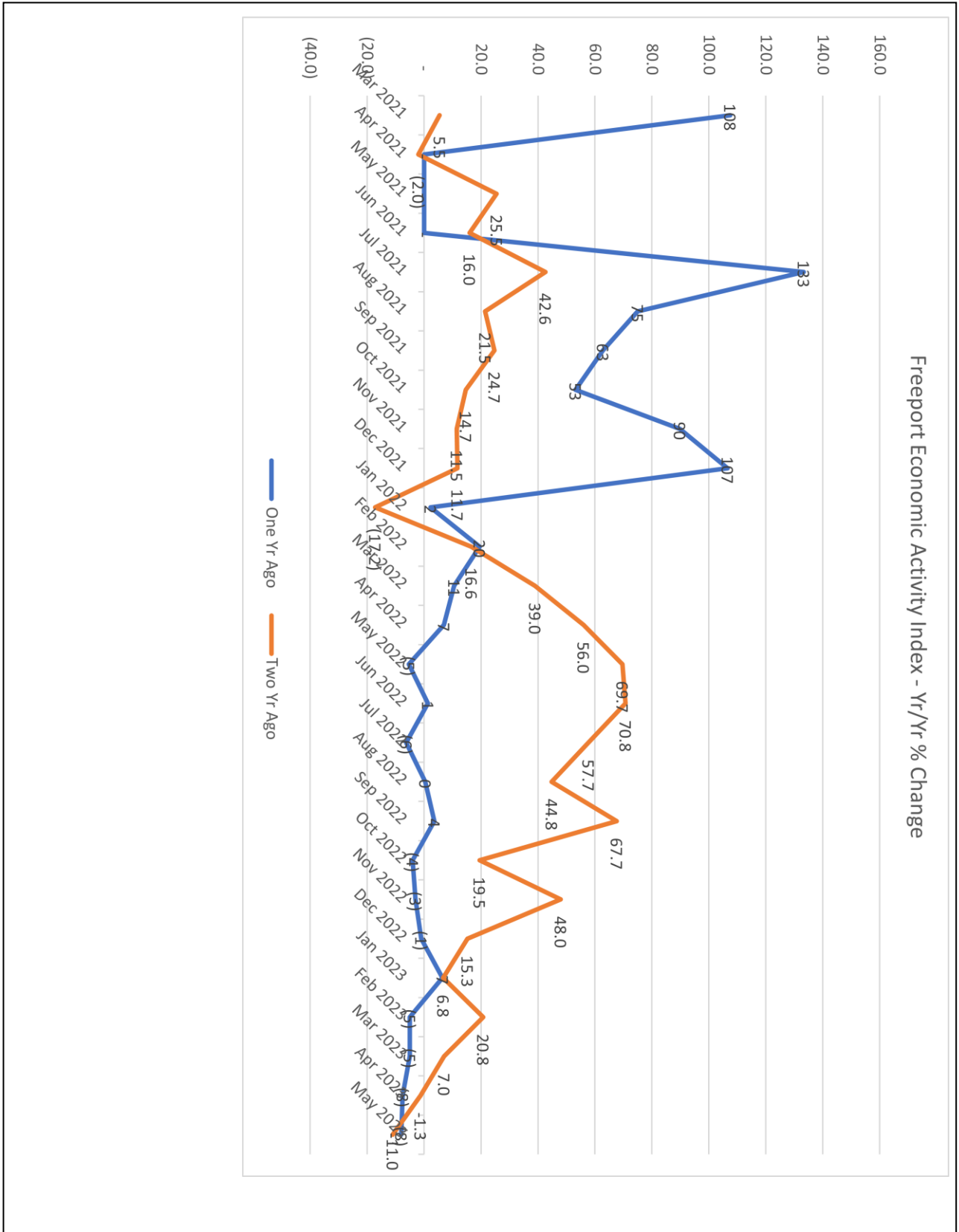
Brett Richardson
FEDC
30 Main Street
Freeport, Maine 04032
PH: 865-4743 ext 117
Email: brichardson@freeportmaine.com

Attachment 7: 2023-2024 Board Meeting Dates

FEDC meets on the last Tuesday of each month. The December meeting is tentatively scheduled on the 3rd Tuesday to avoid scheduling conflicts with the holiday season.

July 25, 2023	~	Zoom
August 29, 2023	~	Zoom
September 26, 2023	~	In-Person
October 31, 2023	~	Zoom
November 28, 2023	~	Zoom
December 19, 2023	~	In-Person
January 30, 2024	~	Zoom
February 27, 2024	~	Zoom
March 26, 2024	~	In-Person
April 30, 2024	~	Zoom
May 28, 2024	~	Tentative Council Workshop – In-Person
June 25, 2024	~	Zoom

Attachment 8: METRICS



Vacancy Rates in Freeport: By Quarter

