



## AGENDA

### Board of Directors Meeting

Tuesday – November 28, 2023

7:45a – 9:15a

Remote Via Zoom

<https://us02web.zoom.us/j/82973305447?pwd=dUFYNmdheE8xWDhScjBEYjYQjFEZz09>

1. **Welcome and Introductions**
2. **Consent Items**
  - a. Financial Report as of October 31, 2023 *(Attachment 1)*
  - b. Draft minutes of October 31, 2023 Board Meeting *(Attachment 2)*
3. **Project Updates**
  - a. Central Core Working Group ~ Design Review Updates *(Available [here](#))*
    - i. Recommendations for 12/6 PB Public Hearing
  - b. Transportation Pilot *(Mary & Tawni)*
  - c. Mountain Biking Update ~ Freeport Skill Track *(Available [here](#))*
  - d. Fit-Up Grant applications
  - e. Downtown Infill Parking Analysis RFP Bids
  - f. Sewer District Rural Development Financing
4. **Big Ideas to Pursue in 2024 ~ Priorities, Projects, & Partnerships Brainstorm**
5. **Business Activity Metrics** *(Attachment 3)*

### Upcoming Dates

- 12/6 ~ Planning Board: Design Review Public Hearing / LD 2003 policies
- 12/14 ~ Chamber Ugly Sweater Holiday Party
- 12/19 ~ FEDDC December Board Meeting

Attachment 1: [FINANCIAL REPORT AS OF OCTOBER 31, 2023](#)

**Freeport Economic Development Corporation**

**Profit and Loss**

July - October, 2023

	<u>Total</u>	
<b>Income</b>		
Town Appropriation		35,705.00
<b>Total Income</b>	<b>\$</b>	<b>35,705.00</b>
<b>Gross Profit</b>	<b>\$</b>	<b>35,705.00</b>
<b>Expenses</b>		
Advertising/Marketing		1,379.13
Business Support Expense		2,752.33
Client/Public Meetings		87.78
Conferences/Trade Show/Training		557.57
Dues/Membership		150.00
IT Services		115.00
Payroll Expenses		513.70
Fica/Medicare Exepenses		11,583.33
Gross Wages Ex. Director		22,608.35
Retirement Contribution 403b		3,302.34
<b>Total Payroll Expenses</b>	<b>\$</b>	<b>38,007.72</b>
Payroll Processing Fees		364.65
<b>Total Expenses</b>	<b>\$</b>	<b>43,414.18</b>
<b>Net Operating Income</b>	<b>-\$</b>	<b>7,709.18</b>
<b>Other Income</b>		
Savings Interest		3.22
<b>Total Other Income</b>	<b>\$</b>	<b>3.22</b>
<b>Net Other Income</b>	<b>\$</b>	<b>3.22</b>
<b>Net Income</b>	<b>-\$</b>	<b>7,705.96</b>

Friday, Nov 24, 2023 06:25:02 AM GMT-8 - Accrual Basis



**DRAFT MINUTES**  
**Board of Directors Meeting**  
**Tuesday – October 31, 2023**

**7:45a – 9:15a**

**Remote Via Zoom**

**WELCOME AND INTRODUCTIONS.**

Attending Board Members. Mary Davis, Mark Malone, Jason Sulham, Ken Sparta, Stefanie Millette, Becky Doten-Lizzotte, Tawni Whitney, Dan Bacon, Leanne Barschdorf-Nichols, Nikki Yanok, Sarah Tracy

Not Attending. Candice Rinaldi, Caroline Pelletier.

Others Attending. Joanna Benoit, Charles Hardenbergh, Dan Piltch, Matt Peters, Brett Richardson

**CONSENT ITEMS**

The Financial report as of September 31, 2023, was unanimously approved.

The minutes of the August 29, 2023, Board meeting was unanimously approved.

The minutes of the September 26, 2023, Board meeting were unanimously approved.

**UPDATES**

Council Chair Dan Piltch shared the good news that Sophie Wilson would start her tenure as Freeport's new Town Manager in early December. Dan highlighted Sophie's strong qualifications and quite competence that generated strong support for her candidacy among the Council and Town staff who participated in the search. Dan

noted that the Town received over 100 applications for the position, which is significantly stronger participation than recent searches in other Towns and represents Freeport's strong brand and exciting period of change.

Mary noted that FEDC would like to welcome Sophie to an upcoming Board meeting.

#### **COMPREHENSIVE PLAN CONSULTANT.**

Brett shared that the Town has selected North Star Planning of New Gloucester to lead the Town's upcoming Comprehensive Plan update. The Planning Board intends to have a kick-off organizational meeting with North Star in December to begin engaging the community. Brett noted that North Star has been around for the better part of a decade. Dan Bacon noted that a former Freeport Planning Board member Kamel Tores is on the North Star team and that North Star is currently doing the Yarmouth plan update.

#### **TOD CAPITAL PLANNING.**

As part of the Comprehensive Planning process, the Town will be required to designate a Growth Area for new development and Brett provided an update on the conceptual Transit-Oriented Development district that could serve as that designated area.

Woodard and Curran is currently mapping existing infrastructure in the area stretching from Downtown south on Route 1 to Maine Beer Company.

Mary noted that she had a meeting recently with Metro staff, who noted how well Freeport is positioned for a TOD focus with the Breeze and Downeaster.

Stef shared that she has a good handle on areas that could benefit from pedestrian and bike safety upgrades.

#### **DESIGN REVIEW ~ CENTRAL CORE WORKING GROUP.**

As a member of the CCWG representing the Housing Task Force, Brett provided an update on the activities and progress. Brett noted that Caroline coordinated the group, Planning Board Chair Sam Kapala chaired the group, Linda Berger, Ford Reiche, Susan Nourse, Kelleigh Dulany, Guy Blanchard, and FEDC alum David Latulippe served on the committee, representing a broad range of perspectives.

Brett shared that work group recommendations will be previewed by the Planning Board and are currently being reviewed by the Town attorney. The PB plans to have a public hearing on 11/29 (since changed to 12/6). Recommendations include:

- Shrinking the boundaries of the Design Review Districts
- Defining the radius of compatibility as buildings within 500 feet on a public right-of-away.

Mark noted that single-family Mallet houses exist on Depot Street and wondered if that means that all buildings on Depot Street must be compatible with single family homes. Mark shared his concern that this change could actually make things worse if the goal is multi-family and mixed-use housing.

Mark also noted that the last sentence in the Design Review Ordinance states that in the Design Review Ordinance rules and should be removed.

Dan Bacon noted that the Design Review updates trigger policy questions as to what takes precedent when you have a comprehensive plan and other policies that are undermined by the subjectivity of the design review ordinance.

Becky noted that subjectivity and Board interpretation is a challenge and can lead to large swings in what projects are approved over time as Board membership turns over.

Dan Piltch noted that the Town has four initiatives underway that will lead to changes to make development more predictable: Design Review working group, Design review re-write that is funded by the Town, LD 2003, and the Comp Plan update. The current working group was tasked with identifying the low hanging fruit and represents that start of the work and not the end.

Mark wondered how FEDC would participate going forward and weigh-in as the Planning Board and Town Council review the proposed changes.

Mary suggested that Brett draft talking points for Board review.

## **BUSINESS FIT-UP GRANTS.**

Brett shared that the first deadline for the Town's Fit-Up deadline was November 15<sup>th</sup>, and he is optimistic that the Town will see a good return on investment on the Fit-Up grants with 5 or 6 new businesses. Brett noted that the Momentum grants are open until December 31<sup>st</sup>.

Joanna Benoit wondered how the programs is being marketed and how the response has been. Brett shared that he is optimistic and Tawni noted that she is seeing good traction with the property owners and prospective businesses.

### **FREEPORT HOUSING TRUST UPDATE ON WILDEWOOD APARTMENTS.**

Matt Peters, Executive Director of the local housing trust joined the call to update the Board on Housing Trust activities and upcoming initiatives to create more attainable housing in Freeport.

Matt shared that the Trust is working to acquire the 36-unit Wildewood Apartments to maintain long-term affordability. 34 of the 36 units are eligible for rental assistance, which enables tenants to attain housing for 30% of their income, regardless of their monthly income. The Trust will invest approximately \$50,000 per unit for rehabilitation, focused on bathroom and kitchen ventilation, window replacement, and rehab to update two units to current accessibility standards. The Trust acquiring the property will preserve long term affordability provisions for Freeport residents.

Matt noted that the Housing Trust will request Affordable Housing Tax Increment Financing to make the financing work. The TIF will allow the Trust to capitalize the acquisition with stable financials over the long term and to invest in building rehabilitation. Matt highlighted that the complex is currently valued at \$2.5 million but could increase to \$4 or \$4.5 million following rehabilitation.

Mary asked if the Wildewood TIF would be similar to the Quarry Ridge TIF that Trust and the Town put together 5 or so years ago. Matt confirmed that the arrangement would be similar.

Tawni asked how the rehab would be accomplished while residents reside in the complex? Matt stated that the Trust will likely relocate residents while the work is carried out for roughly 1 month per residence.

Tawni shared her excitement of the project and to highlight the partnership between the Trust and the Town.

Following Matt's sign off the Board adjourned at 9:09am.

Attachment 3: **FREEPOR BUSINESS ACTIVITY METRICS**

