

**ETMD Board of Directors**

**April 8, 2020 - Meeting Minutes**

Officers: Bill Reichl, Scarborough, President; Tad Redway, Arundel, Vice President

Trustees: Jim Bucar, ETA; Joe Yuhas, ETA; Greg Tansley, Biddeford; Mark Reed, North Berwick;

Bryan Laverriere, Kennebunk, Ryan Sommers, Saco; Tom McCullom, South Berwick; Bob Hamblen, ETA

Staff: Carole Brush, ETMD Executive Director; Nancy Borg, ETA Executive Director

1. **Welcome and Introductions:** Bill opened the meeting at 8:42 AM
2. **Consent Agenda:**
   1. **March Meeting Minutes:** Motion by Joe, second by Jim to approve minutes as written. All in favor.
   2. **March Treasurer’s Report:** Carole reported we are still below budget. Motion by Jim, second by Tad to approve as presented. All in favor.
   3. **Review and approval of RHR Draft Audit 3-31-2020:**  Audit is fine, Bill to sign via scan.
   4. **Check signing process under CV-19:**  Carole to work with Bill regarding check signing.
3. **Operations - Succession Planning for ETMD & ETA Executive Directors:**
   1. Bob Hamblen shared information regarding committee meeting – 5 members (Greg, Deb, Bryan, Bob and Joe) Bob created a job description using the two current positions and consolidated into 1 position.
   2. Bob waiting for feedback from the committee before moving it from DRAFT to a position to post.
   3. Bob researched like organization/positions – ECG – current ED making over $100K, BCM – newly hired ED – making $85K – No mention of benefits within this research.
   4. Suggested salary for 1 full time employee - $65 - $70K – Benefits to be added as additional compensation.
   5. Nancy identifying job posting avenues – MANP, Indeed, MaineJobs, LinkedIn
   6. Carole suggested an agreed percentage of ETA and ETMD for salary allocation.
   7. Suggestion to research organizations grants due to limited ETMD funding available.
   8. Carole mentioned that the suggestion has been made that the new ED not take on the role of PM for future projects and rely on the local municipalities. Many concerned the smaller southern towns will not be able to comply.
4. **Construction:**
   1. **Close the Gap:**

* Bill reported that the appraisers are working with the state and Scarborough attorneys.
* Carole mentioned she has received a few requests to set up a consolidated meeting with all initial parties in attendance when possible. Bill provides updates to the MaineDOT Project Manager on a weekly basis. Carole to check with MaineDOT to see if a meeting is still necessary. If so, she will suggest a Zoom meeting later this spring.
  1. **Over the River and Blazing the Trail South:**
* Carole will coordinate three ZOOM meetings to discuss applying for $ from Maine DOTs Planning Partnership Initiative :
* Biddeford & Saco will submit PPI request for a planning study to determine a feasible off-road route. ($ split 1/3, 1/3, 1/3)
* Kennebunk will submit a $24k PPI request for .6 miles from Route 35 to Alfred Rd. They will collaborate with Kennebunk Savings Bank re their offer for an easement to bring the trail through their property. This would keep it at grade vs. running it along the actual Unitil corridor which would entail quite a drop into a very wet ditch. ($ split 50/50)
* Wells/North Berwick will submit a $24k PPI request for 2 miles from Route 9 in North Berwick up to Perry Oliver Road in Wells. This section is quite dry, flat and does not involve any bridges or road crossings. ($ split 1/3, 1/3, 1/3)

1. **New Business:**
   1. Carole shared update from IronMan postponing our required Discretionary Grant for 5K for the time being. Carole to circle back to remind them of their committed 3 year contract with ETMD.
   2. Nancy contacted Maine Women’s Magazine to ask for an article regarding the women of trails. Looking for a June edition.
   3. Nancy mentioned the tenuous status of the Maine Lighthouse Ride – decision will be made by ETA board next week (possibly). ETA has canceled its three May fundraisers.
   4. Carole asking for guidance regarding contacting municipalities regarding 2020-2021 dues. All felt it was important to touch base (except Biddeford) but not necessarily ask about the dues status.
   5. Trail Maintenance – Carole will check out opportunities for grants to fund the replacements and repairs of the fences along the trail which are damaged or missing. She asked municipalities for help in identifying and quantifying missing or damaged rails.
   6. Joe confirmed the importance of marketing the trail as a linear park at this time for social distancing.
2. **Adjourn:**
   1. Meeting adjourned at 9:28 AM
3. **Next meeting: May 13, 2020**

Respectfully submitted,

Nancy Borg

ETA Executive Director