

## **TOWN OF FALMOUTH – RESOLUTION**

### **Greater Portland Economic Development Corporation**

#### **Handling of Prospects Protocol**

**WHEREAS**, in 2010 the communities of Cape Elizabeth, Falmouth, Portland, Scarborough, South Portland, and Westbrook (“member communities”), the Portland Regional Chamber, the Greater Portland Alliance of Colleges and Universities, and other private parties established the Greater Portland Economic Development Corporation (“GPEDC”) as a regional economic development corporation with the express purpose to grow and develop a sustainable economy in the Greater Portland region using a collaborative approach; and

**WHEREAS**, the GPEDC developed a Handling of Prospects Protocol (“Protocol”) in order to work cooperatively and efficiently in responding to investment prospects, ensuring optimum chances for success of the region; and

**WHEREAS**, the GPEDC on November 13, 2012 endorsed the Protocol; and

**WHEREAS**, the Protocol outlines procedures to be followed by GPEDC and its member communities for inquiries from within the Greater Portland region as well as for those from beyond the region.

**NOW THEREFORE BE IT RESOLVED**, that the Falmouth Town Council has endorsed the GPEDC’s Handling of Prospects Protocol.

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 2012

\_\_\_\_\_  
Chairman, Falmouth Town Council

## Protocol – Handling of Prospects

### General Purpose

To enhance the competitiveness of the region and increase the area's ability to attract quality investment, Greater Portland communities will work cooperatively and efficiently to respond to investment prospects, ensuring optimum chances for success. Attempts to locate appropriate sites for new investment will first be made in Greater Portland, then in succession: Cumberland County, and the State of Maine.

[This Protocol is in effect until December 31, 2015 unless the member communities mutually agree to an extension.](#)

The Greater Portland Economic Development Corporation (GPEDC) facilitates effective and ethical collaboration on all regional economic development opportunities. In that spirit member communities agree on the following:

1. There shall be no solicitation of businesses currently residing in another member community [to relocate its business to another community. If a business is considering an expansion and the matter is public information, any member community may contact the business to describe opportunities in their community.](#)
2. Member communities contacted by a business residing in another member community regarding relocation or expansion shall so inform that business of the GPEDC and ~~our its~~ commitment to regional cooperation; and shall respect [the decision by the inquiring business' decision to make the inquiry public or confidential. If the matter is considered public information, any request for confidentiality made by that business; but, absent such a request the member community](#) shall inform the GPEDC about the inquiry.
3. The GPEDC will inform the host community, except where confidentiality is requested, of interest by a company to relocate or expand.

### GPEDC's Executive Director Prospect Procedure

1. Communications
  - a. Meet monthly with member communities to share information.
  - b. Communicate with member communities regarding inquiries, prospects and projects as needed.
  - c. Maintain a list of current prospects of regional significance.
2. Inquiries from beyond the Greater Portland geographic area (see note<sup>1</sup>)
  - a. Every attempt will be made to respond the same day that the inquiry was received.

- b. An inquiry information form will be completed (manual or automate) for internal use to record and track the inquiry.
  - c. Information requested by the inquirer will be disseminated to the proper agency as quickly as possible.
  - d. A search for suitable sites in Greater Portland will be conducted.
  - e. The economic development representatives of ~~the all~~ member communities ~~in which viable sites exist~~ will be ~~so~~ advised unless prohibited by confidentiality requirements or when an inquiry has a condition that only a portion of the member communities should be so advised.
  - f. Local brokers may be contacted for additional input.
  - g. If not suitable sites are identified in Greater Portland, the inquiry will be submitted to Maine & Company or other agencies.
3. Prospects (see note<sup>ii</sup>) from beyond the Greater Portland geographic area
- a. The appropriate communities, i.e., those in which potential sites have been identified will be notified (see note<sup>iii</sup>).
  - b. An ad hoc prospect team will be assembled, e.g., Maine & Co., MDEDC, developer, financial institution, broker, community leaders, etc.)
  - c. A site visit will be scheduled attended by GPEDC representative and other appropriated team members.
  - d. Preliminary incentives should be ready for discussion.
4. Project Memorandum of Understanding (MOU) is requested
- a. Prepare and submit MOU in conjunction with appropriate agencies.
  - b. Include performance requirements.
  - c. Include mechanism to document performance for compliance with requirements.
5. Post Project Action
- a. Determine reasons for outcome.
  - b. Determine how prospect perceives the strengths and weaknesses of the community.
  - c. Adjust procedure to accommodate prospect's perceptions and reasons for outcome.

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<sup>i</sup> An RFI for general information regarding infrastructure, land, transportation, etc., generally indicating that the region is on a 20% short list.

<sup>ii</sup> A follow-up RFI for significantly more information which may transition to a project.

<sup>iii</sup> The prospect RFI has transitioned to a project and possible RFP. The site is probably one of two or three being considered.