

Memorandum of Understanding
Southern Maine/Seacoast New Hampshire/Portsmouth Naval Shipyard
Communication and Collaboration Partnership

I. **Objective**

This Memorandum of Understanding (MOU) sets out the principles that will guide the activities of the Southern Maine/Seacoast New Hampshire/Portsmouth Naval Shipyard Communication and Collaboration Partnership. This Partnership will work to promote communication and collaboration among local governments, Portsmouth Naval Shipyard, state agencies, federal agencies, and community organizations to better coordinate efforts that may include areas such as: military relations; transportation and land use planning; housing; environmental protection; sustainability and resilience; emergency preparedness; data coordination; funding requests (e.g., grant applications); health care coordination; population forecasting; workforce development; education; community development; economic development; and other issues that may arise.

The Partnership provides actionable recommendations to regional, State and federal leaders on initiatives, programs, and topics that strengthen the role that Portsmouth Naval Shipyard plays in America's defense strategy, the economic health and vitality of the region, and the States of Maine and New Hampshire.

II. **Partnership**

The following organizations/entities are participating in the Partnership and will work together to achieve its objectives.

Portsmouth Naval Shipyard
Town of Kittery
City of Portsmouth
City of Sanford
Town of Berwick
Town of Eliot
Town of York
Rockingham Planning Commission
Southern Maine Planning & Development Commission
Strafford Regional Planning Commission

Other organizations/entities may join the effort at any time, provided they understand and support the mission and objectives of the Partnership.

III. Command Overview

Portsmouth Naval Shipyard commits to coordinate and provide an annual Command Overview Briefing for the Partnership members (and others) which will cover current and upcoming construction projects, and other subjects of interest to the public.

IV. Meetings

Partnership meetings will be held quarterly (one of which will be the Command Overview).

The Chairperson and responsible party for convening and facilitating the meetings will be the Town of Kittery.

Agendas for the quarterly meeting shall be provided by the Chairperson one calendar week prior to the date of the meeting.

The Chairperson shall also be responsible for ensuring meeting minutes are produced and distributed within two weeks after the date of the meeting.

Individual commitments for members and goals of the Partnership will be tracked in the agendas of each meeting.

The establishment of Working Groups to focus on and support Partnership goals and priorities will not be defined by this MOU.

V. Resources

Nothing in this MOU shall obligate members to expend financial resources, other monies, or enter into any contracts or other obligations.

VI. Other

This MOU is an internal agreement and does not confer any rights upon any individual or other entity. This MOU sets forth mutual goals and approaches. This MOU is not intended to create any rights, benefits, or other responsibilities, either substantive or procedural, nor is it enforceable as law or equity by a party against the U.S., its agencies, its officers, or any other person.

Nothing in the MOU shall be interpreted as limiting, superseding, or otherwise affecting the Parties' normal operations or decisions in carrying out their statutory or regulatory duties. This MOU does not limit or restrict members from participating in similar activities or arrangements with other agencies.

VII. **Amendments to this Memorandum of Understanding**

The signatories (or their successors) will review this MOU periodically. Proposed changes will be in writing and shall be subject to approval in any event by the signatories or their successors

VIII. **Terms and Conditions**

This MOU will remain in effect until a majority of the Partnership membership votes to terminate. Any member may terminate its membership in the Partnership by providing written notice to the Partnership of the desired termination date.

IX. **Points of Contact**

To facilitate implementation of this MOU, the following individuals shall serve as Points of Contact (POC):

a) Portsmouth Naval Shipyard:

Dee-Ann Schussler
Executive Director (Acting)
Seavey Island, Kittery, ME 03904
Email: deecann.schussler@navy.mil
Ph: (207) 438-5326

b) Town of Kittery

Kendra Amaral
Town Manager
200 Rogers Road
Kittery, ME 03904
Email: kamaral@kitteryme.org
Ph: (207) 475-1329

c) City of Portsmouth

Karen Conard
City Manager
1 Junkins Avenue
Portsmouth, NH 03801
Email: kconard@cityofportsmouth.com
Ph: (603) 610-7201

d) City of Sanford

Steven R. Buck
City Manager
919 Main Street
Sanford, ME 04073
Email: srbuck@sanfordmaine.org
Ph: (207) 324-9173

e) Town of Berwick

James Bellissimo
Town Manager
11 Sullivan Street
Berwick, ME 03901
Email: townmanager@berwick.org
Ph: (207) 698-1101, ext. 111

f) Town of Eliot

Carol Granfield
Interim Town Manager
Email: townmanager@eliotme.org
Ph: (439) 1817, ext. 100

g) Town of York

Steve Burns
Town Manager
186 York Street
York, ME 03909
Email: sburns@yorkmaine.org
Ph: (207) 363-1000, ext. 6021

h) Rockingham Planning Commission

Tim Roache
Executive Director
156 Water Street
Exeter, NH 03833
Email: troache@therpc.org
Ph: (603) 658-0518

i) Southern Maine Planning & Development Commission

Paul Schumacher
Executive Director
110 Main Street, Suite 1400
Saco, ME 04072
Email: pschumacher@smpdc.org
Ph: (207) 571-7065

j) Strafford Regional Planning Commission

Jen Czysz
Executive Director
Email: jczysz@strafford.org
Ph: (603) 658-0518

X. IN WITNESS THEREOF

The Parties hereto have caused this MOU to be executed by their duly authorized representatives.

Memorandum of Understanding
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SIGNATORY:
TOWN OF BERWICK

James P. Ballou 9/8/21
James Ballou, Town Manager Date

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SIGNATORY:
TOWN OF ELDT

Carol Granfield 9/14/21
Carol Granfield, Interim Town Manager Date

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SIGNATORY:
TOWN OF YORK

Stephen H. Burns 9/9/2021
Stephen H. Burns, Town Manager Date

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SIGNATORY:
ROCKINGHAM PLANNING COMMISSION

Timothy M. Roach 8/30/21
Tim Roach, Executive Director Date

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SIGNATORY:
PORTSMOUTH NAVAL SHIPYARD



Dee Ann Schuster, Executive Director (Acting)

Oct 27th, 2021

Date

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SIGNATORY:
TOWN OF KITTERY



Karla Amari, Town Manager

September 27, 2021

Date

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SIGNATORY:
CITY OF PORTSMOUTH



Karen Condit, City Manager

11/2/2021

Date

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SIGNATORY:
CITY OF SANFORD


Steven R. Buck, City Manager

Steven R. Buck, City Manager


8/26/21

Date

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SIGNATORY:
SOUTHERN MAINE PLANNING & DEVELOPMENT COMMISSION



Paul Schwaner, Executive Director

9/18/2011
Date

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SIGNATORY:
STRAFFORD REGIONAL PLANNING COMMISSION



Jen Cyst, Executive Director

10/10/11
Date