



**General Membership Teleconference**  
**Thursday, March 20, 2014**  
10:00 a.m.

The MCDA General Membership Meeting was held via teleconference call. In attendance were:

Darryl Sterling, MCDA President  
Joella R. Theriault, MCDA Secretary  
Tom Martin, MCDA Director  
Mathew Eddy, MCDA Treasurer  
Tony Levesque, MCDA Member

Terry Ann Holden, OCD  
Andrea Smith, OCD  
Anne Krieg, Town of Bridgton  
Rodney Lynch, Town of Thomaston  
Glenn Ohlund, MCDA Member

- I. **Call To Order:** Darryl Sterling, MCDA President, called the meeting to order at 10:04 a.m.
- II. **December 5, 2013 Meeting Minutes:** It was noted that Rodney Lynch was present at this meeting, his name was omitted in the minutes. J. Theriault will update the December 5, 2013 meeting minutes. Moved by M. Eddy to approve; seconded by A. Krieg. Motion passed.
- III. **Treasurer's Report:** M. Eddy reported that the current asset is at \$15,566.00. MCDA is financially in good shape and Matt suggested that perhaps we could budget in 2015 for staff to become more involved in legislative matters. The Financial Report will be submitted to MCDA members as an attachment via e-mail. Moved by T. Levesque to approve the Treasurer's Report; seconded by A. Krieg. Motion passed.
- IV. **Report of Committees:**
  - a. **Professional Development:** D. Sterling opened this item for discussion –
    - A proposed workshop could be held either at the Seadog in Bangor or in conjunction with the Maine Downtown Center Conference in Waterville. It was the consensus that the workshop be held at the Seadog Restaurant in Bangor on Thursday, May 29 (Friday, May 30 as an alternate date). R. Lynch will make the arrangements at the Seadog.
    - It was also the consensus of the membership that the topic of the workshop should focus on housing – various programs and resources. Potential speakers could be representatives of MSHA, USDA Rural Development, Coastal Enterprise, CAP agencies, Historical Preservation, etc. Housing issues, such as affordability, has not been addressed for some time, so this discussion would be a good topic to welcome new members to join MCDA as well as a good opportunity for business development.

- Professional Development Subcommittee will work out a fee schedule for members vs non-members who would like to attend the workshop.

b. Membership Update: As of January 23, 2014, there were 38 members. A follow-up member letter will be sent to all non-renewing members as well as letters to successful and non-successful CDBG applicants, CAP agencies, all communities involved with the Maine Downtown Center, and other non-profit and economic development corporations.

c. Communication & Newsletters: Unfortunately, the quarterly newsletters have not been completed in a timely manner, but J. Theriault stated that she had been working on getting all newsletters completed and submitted to the website by the end of the first week of April. Following a discussion, R. Lynch moved to reduce the number of newsletters to 2 regular and 1 being a combination newsletter/annual report with the flexibility of additional newsletters in the event of note-worthy articles; seconded by T. Martin. Motion passed. The deadlines for submitting the newsletters will be April 30 and August 30 and the one newsletter/annual report will be due December 30.

J. Theriault advised the members that HUD will be focusing more closely on fair housing and as a recipient of a HUD Sustainable Community Planning Grant, NMDC has had to complete a Fair Housing Equity Assessment (FHEA). J. Theriault proposes to present information on each of the seven chapters of the FHEA as an educational article in the ensuing newsletters to help municipalities in preparing for fair housing.

Additionally, in order to boost communication, J. Theriault will work on updating the MCDA website, brochures, and displays on the booth, which will be used at the upcoming conferences.

Once Deborah Johnson has returned from her training session in Washington next week, the Office of Community Development will have updates on the CDBG program as well as photos to share for inclusion in the next newsletter.

V. CDBG Updates: A. Smith reported that the 2014 CDBG allocation was \$10.9m, \$350,000 more than what was budgeted. As of this date, the following letters of intent (LOI) and applications have been received:

Program	LOI	\$ Request	\$ Budget
Public Infrastructure	9	\$4,700,000	\$2,700,000
Public Facilities	3	\$ 650,000	\$ 0
Housing Assistance	8		\$1,000,000
Downtown Revit.	4	\$1,400,000	\$ 400,000
Micro-Enterprise	8	\$ 715,000	\$ 700,000
Workforce Develop.	Only category with more money in the budget than requests		
Economic Develop.		\$4,700,000	\$2,700,000

The additional \$350,000 may be expended similar to last year where one public facility project was funded; however, that has not been determined as of yet. It was noted that the OCD website had been updated to include policy statements.

VI. Subcommittee Assignments: Tony Levesque was appointed as the Advocacy Subcommittee Chair.

VII. **Member At Large – Justin Poirier Replacement:** Nominated by T. Levesque; motion by T. Martin to appoint Anne Krieg to replace Justin Poirier for the duration of his term, which is October, 2014; and seconded by M. Eddy. Motion passed.

VIII. **Other Business:**

- a. **MMA Convention:** D. Sterling will oversee the display update and manning of the MCDA booth. He will work with MMA to see if MCDA will coordinate with them as an affiliate or hold an Annual Meeting with guest speakers as has been done in the past.
- b. **National CDBG Week:** T. Levesque proposed a campaign for the 2014 National Community Development Week, which will be celebrated from April 21-26, 2014. Suggestions included having the governor sign a CDBG proclamation, obtaining the 2014 CDBG poster from COSCDA and distributing to our member communities, and preparing a press release that has stories from our member communities.
- c. **CDBG Grant Administrator Certification/Recertification:** OCD proposes to hold the certification/recertification in conjunction with CDBG Implementation Workshop usually held in June or July. No dates have been scheduled at this time, but will be available in time for our April meeting.
- d. **Maine Downtown Center Sponsorship:** Members asked that M. Eddy research the amount of money contributed last year and allow for the same amount to be sponsored for this year's Maine Downtown Center Conference to be held in Waterville in June. The following is the motion and amount sponsored last year:

*Tony Levesque made a motion to provide the same amount as last year (\$250.00) and have Anne Krieg attend in our behalf using the sponsorship complimentary funds for her registration, Darryl Sterling seconded the motion, and there was no discussion. The vote was unanimous in favor of the motion.*

IX. **Next Meeting Dater:** The next meeting date is for Thursday, April 10, 2014 at 10:00 a.m. via teleconference.

X. **Adjourn:** The meeting adjourned at 10:57 a.m.

Submitted by,

Joella R. Theriault  
MCDA Secretary