

**MAINE COMMUNITY DEVELOPMENT ASSOCIATION**  
**General Membership Business Meeting**  
**December 14, 2007**  
**10:00 a.m.**

The Maine Community Development Association held a general membership meeting in at Eastern Maine Development Commission in Bangor and via teleconference with the following in attendance:

Tony Levesque, President	Town of Fort Fairfield
Jim Gulnac, Vice President	Town of Sanford
Ron Harriman, Treasurer	Harriman Associates
Joella Theriault, Secretary	Northern Maine Development Commission
Mike Baran	Maine Office of Community Development
Steve Dyer, Board Member	Ransom Environmental Consultants, Inc.
Mary Walton, Board Member	City of Caribou
Al Smith	City of Bath
Dan LaPointe	Town of Van Buren
Paul Bernier	Town of Frenchville/St. Agatha
Wade Hanson	Town of Houlton
Mathew Eddy	Town of Brunswick

1. CALL TO ORDER: Tony called the meeting to order at approximately 10:10 a.m.
2. REVIEW OF THE OCTOBER 26, 2007 MEETING MINUTES: Moved by Jim Gulnac and seconded by Mike Baran to approve the October 26, 2007 Meeting Minutes as presented. Motion was passed unanimously.
3. TREASURER'S REPORT: Ron Harriman reported the following for the period ending October 31, 2007.

**Current Fund Balance:   \$876.00**

Outstanding Expenses for the year include MMA Administrative Services (\$133 final payment for year) and the plaque for the outgoing President.

Moved by Jim Gulnac and seconded by Dan LaPointe to accept the Treasurers Report.

Discussion: Mike Baran asked if the dues invoicing had gone out yet and if they were due the first of the year. Ron replied that we should be receiving approximately \$2,500 revenues from the dues; hopefully more with the proposed increase. Tony stated that they had not yet been sent out.

The motion passed unanimously.

4. CORRESPONDENCE: Tony mentioned receiving several copies of industry publications and a copy of the MMA Conference evaluation. Jim and Tony will attend a session with MMA for future conference planning. Al asked what comments were received on the conference and Tony replied that there were comments about the food, reduced schedule and need for noise buffering but not much on the seminar content.

5. REPORT OF COMMITTEES:

I. Professional Development – Jim Gulnac (Chair): No Report

II. Membership – Steve Dyer (Chair): Steve had sent out an outline of Membership Committee “talking point” to the Executive Committee; he mentioned that it could be sent out to the General Membership but that it was not on the website. They had taken old points from 2003 and reworked it and tried to keep it in a logical progression as to benefits and services; how to get new members; types of membership and how to change and financial structure of membership types. He also stated that as discussed in the past, we needed to obtain a list of CDBG applicants, Regional Governments, CAP Committees, Engineering companies, etc. There seems to be a gap in the amount of municipal memberships. Other discussion points were: networking, advocacy, fees for workshops, resource directory on the website, sponsorship of programs, awards/certificates, and campaign for new members. Its was pointed out that a better brochure with clearer benefits was needed and we need to reach out to service providers. A “Plus 1” campaign was also discussed (every member bringing one new member on board), as was developing new partners with organizations such as EDCM, PWA, MAP and others and giving a discount for dual membership. Membership dues were discussed and the fact that the \$50 fee for individual membership had not changed in many years and that perhaps a marginal increase was justified. Steve mentioned that his company was very interested in corporate sponsorship of events and he thought this was something we should pursue more in the future..

Tony said that he thought there were some very good ideas brought out and that we should implement the “Plus 1” campaign immediately but for now table the corporate sponsorship; discussing immediate needs only.

III. Financial – Ron Harriman (Chair)

Ron stated that he agreed there were excellent points brought out but thought that we needed to identify grant recipients and get the dues billing out ASAP and have someone maintain the list. He stated that it takes times to develop lists; the MMA relationship for services was working well and lends credibility to the organization. He thought we needed to discuss what materials should be included in the membership packet (i.e., newsletter, letter from President, etc) He added that the organization is low on cash and needs the dues income.

Tony asked what the group thought about sending out the dues notice via email and the consensus was to do so.

IV. Communication – Mary Walton (Chair): Mary stated that the group had not met recently but that the goals remained the same: update of the website to include the new logo, funding resources and keeping it current on newsletters, agendas/minutes and announcements

etc. Joella stated that the Fall 2007 newsletter was almost completed but that she was waiting on a few people to follow-up on promised articles. Several members gave her ideas of people to contact if they didn't come through with the materials.

V. Advocacy – Al Smith (Chair): Al stated that they had not met recently but he has done some work with CDBG and COSCDA. He invited anyone who wanted to become involved. Targets for the upcoming year included CDBG funding at the State and Federal levels; comments from the group could be involved with local issues and lend support. He obtained copies of a list of all LDs by title and marked those that were worth watching. The Federal budget was supposed to go to vote today and he and Tony added that there would most likely be a Continuing Resolution voted.

Ron asked about the status of the bill Rep. Michaud was working on for development funding. Mike replied that he was still working on it and if passed, it would bring \$40 to \$60 million to Maine and would benefit the poorer sections of New England. He was also working on Federal funding for transportation that would funnel into MDOT and the budget could include CD/ED infrastructure funds as well as Administrative, bricks and mortar and DOI funding. The NE Region ED funding is weighted for poorer regions.

Jim stated that the Legislature would also be discussing the Historic Tax Credit bill, which is a holdover from last session and that the group should “weigh in” on its importance. Al agreed and added that there was also a LD concerning the electrical pricing in Northern Maine. The Real Estate Transfer Tax was then discussed by the group and its detrimental effect on the aviation industry and small aircraft owners and visitors to Maine.

VI. Update from DECD-OCD (Mike Baran): Mike stated that last week OCD received 23 Letters of Intent for Public Facilities and 18 Letters of Intent for Public Infrastructure CDBG funding. Responses will be sent out shortly; application deadline is the 18<sup>th</sup> of January. He pointed out that two projects were already disqualified because the letters were received via fax. If there are questions, Mike and Orman are available to answer them; they were also very please with the quality of the surveys they received with the LOI.

Mike stated that as a result of the last Bond referendum, they would be receiving \$1.5 million MITF funding. Only Service Center communities or Designated Growth areas would be eligible and there would be a \$500,000 max funding cap per project. Notification will be sent out to municipalities. A dollar-for-dollar match will be required and must be fully obligated at the time of application. Downtowns will be a priority; project must be municipally owned w/ exceptions in Downtowns. Where this was an ongoing program, there will not be a need to go through rulemaking again. A call for applications will be issued later in January. He added that CDBG funds can be used as a match.

Mike then discussed the Riverfront Community Development funds, also passed during this fall. There is \$5 million in the fund and the program still needs to go through the rulemaking process. The Committee that they have established will contain one representative from: SPO, DECD and DOC; 2 designated by the House Speaker and two by the Senate President. They will need to draft rules for the program, and hold both a Public Hearing and Public Comment

period. The goal tentatively is to seek applications by springtime. They need to define eligible applicants, scoring criteria threshold etc. Mat suggested that we propose a MCDA member sit on the Committee. Mike thought it was a good idea and that there should be an expert from ED/CD arena, one from Tourism and one from Eco Conservation. If anyone was interested in serving, he suggested that they should make it known to the Senate President or Speaker of the House ASAP. Mat said that he would be happy to contact Beth Edmunds and Tony agreed that it was a good idea for Mat to do so and request membership on the Committee.

Mike then discussed the proposed annual OCD/MCDA retreat at the Lucerne Inn. He said that although there were budgetary constraints this year, he would still like to have it and asked if DECD could underwrite all costs with the exception of lodging and travel if the group thought it was doable. Tony replied that it may be possible to get additional funding to help offset other costs as well through scholarships/sponsorships and thought that members could pick up the cost of their own rooms. The target date for the event is April 24<sup>th</sup> and 25<sup>th</sup>, 2008.

Motion was made by Mary Walton and seconded by Jim Gulnac to proceed with the room reservations for the event. Motion passed unanimously. Mike will report back to Tony with info as soon as it becomes available. Mike said that he had checked into Atlantic Oakes in Bar Harbor as requested by an MCDA member but that there was no food available on site and it was 2 hours further away for most members so consensus was to keep it at the Lucerne Inn.

Mike reminded members of the upcoming Holiday Drawdown schedule.

Mike stated that he had been in contact with his New Hampshire CDBG counterparts to discuss a Regional COSDCA conference in Portsmouth, NH and would once again ask MCDA to host the reception. Mike will send Tony the info and allocate OCD funding for the event. If there were other sponsorships, he requested that people let him know; the estimated cost is \$1,500.

## 6. UNFINISHED BUSINESS:

Discussion on Member Services from MMA: Tony stated that he had received a correspondence from Mike Starn and that the MMA Administrative Services contract amount for 2008 would be \$1,356 without web page management services. He commented that we were the smallest organization that they served for the least amount of fees. Ron stated that he supported the contract as he had used their services in the past for \$30/hr and he thought MCDA was getting a good deal and that they were doing a good job. They provide meeting notices to the membership; dues notice and collection, seminar work, etc. Tony stated that there was room in the budget for this item.

A motion was made by Jim Gulnac and seconded by Mike Baran to execute the MMA Administrative Services contract for 2008. Motion was passed unanimously. Tony mentioned that they estimated the web site fees to be approximately \$500 for the year unless we made significant changes and/or expanded the scope.

Discussion of Membership Recruitment/Retention: A discussion ensued concerning the dues structure for the organization and raising the fees from \$50 to \$100 for individual and corporate

memberships which had not been done in the years past. The corporate/municipal memberships would allow an alternate voting person to serve on the Board. Many members thought it was still a good deal and felt it would not be a deterrent to join. Members agreed to allow a case-by-case hardship venue for those that felt they could not afford the increase.

Motion was made by Jim Gulnac and seconded by Mat Eddy to increase the MCDA yearly dues for 2008 to \$100. Motion was passed unanimously.

Discussion on Brochure/Application: Tony stated that when MCDA sends out our 2008 dues notice, that an updated copy of the brochure, a current newsletter and a letter from the President should be sent as well. He mentioned that there was still a "logo issue" as not all of MCDA's materials are using the same logo. Jim stated that he felt we should use the "old" logo.

Motion was made by Jim Gulnac and seconded by Paul Bernier to send out a brochure, newsletter and letter from the president with the 2008 dues invoicing, using the old or original logo. Motion was passed unanimously.

Tony stated that the changes would be incorporated into the new brochure and he would forward the correspondence from MMA to the membership. Wade pointed out that everyone should be informed of the dues increase. Tony mentioned that he had drafted the 2008 budget based upon the old dues and with the increase; it would leave approximately \$3,000 after expenses with current membership numbers.

Motion was made by Steve Dyer and seconded by Al Smith to institute the "Plus 1" campaign. Motion was passed unanimously.

7. ADJOURN: The next meeting date was set for Friday, February 8, 2008 at 10 a.m. via conference call that Mike Baran agreed to host. Motion to adjourn was made by Jim Gulnac and seconded by Steve Dyer. Motion was passed unanimously,

The meeting adjourned at 11:45 a.m.

Submitted by,

Mary A. Walton for  
Joella R. McBreairty  
Secretary