



General Membership Teleconference
Thursday, December 5, 2013
10:00 a.m.

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

Darryl Sterling, MCDA President	Central Maine Growth Council
Gail Chase, MCDA Vice President	Kennebec Valley Council of Governments
Joella R. Theriault, MCDA Secretary	Northern Maine Development Commission
Justin Poirier, MCDA Board Member	City of Bath
Tom Martin, MCDA Board Member	Hancock County Planning Commission
Tony Levesque, MCDA Member	Town of Fort Fairfield
Anne Krieg, MCDA Member	Town of Bridgton
Jim Gulnac, MCDA Member	Town of Sanford
Terry Ann Holden	DECD

- I. **Call To Order:** Darryl Sterling, MCDA President, called the meeting to order at 10:12 a.m.
- II. **October 3, 2013 Meeting Minutes:** Moved by T. Levesque to approve; seconded by J. Gulnac. Motion passed.
- III. **Treasurer's Report:** In the absence of the Treasurer, T. Levesque moved to table the Treasurer's Report; seconded by T. Martin. Motion passed.
- IV. **Report of Committees:**
 - a. **Professional Development:** Chairwoman G. Chase provided an overview of recent discussions regarding workshops and/or training sessions for the upcoming year. Several topics included;
 - **Developer's Day** in Late May, 2014 could be held at the Sea Dog Conference Room or could be coordinated to coincide with the Maine Downtown Center Conference in Waterville – The thought is to invite developers to talk about what they are looking for and what is needed to develop properties.
 - **Foreign Trade Zones**
 - **Panel Discussions** – i.e. TIF. There have been many changes in the law recently. The main purpose of the panel discussion is to provide municipalities with a better understanding of the many types of TIFs available. Many of the smaller municipalities do not have economic and community development staff available to help guide the process of a TIF application.
 - **Survey** – This subcommittee is proposing to send out a survey sometime in January to all MCDA members to learn from the membership the benefits they achieve as an MCDA member as well as what is needed to retain or recruit new members.

These are good suggestions and T. Levesque further suggested that a panel discussion at the MMA Convention could revolve around TIF with several speakers available to present information on specific TIF programs. This could be a topic for the morning session and perhaps a session on resources could be held in the afternoon. T. Martin suggested that former representatives of the State Planning Office could serve on the afternoon panel to provide developers with planning resources. T. Levesque also proposed that MCDA hold a Luncheon & Awards meeting, similar to the CDBG Appreciation Day, where peers would be recognized for their work in the community and economic development field, possibly at an August, 2014 meeting.

b. Membership – Chairman S. Dyer was not available to present a report.

c. Communication/Newsletter – Chairwoman J. Theriault did not produce a Jul-Sep Newsletter, but suggested that a Jul-Dec Newsletter was shaping up and would contain a great deal of information. There are currently 47 members with two new members joining in October – Town of Searsport and Town of Camden. G. Chase and R. Lynch recognized that much work is needed to produce quarterly newsletters and R. Lynch recommended that newsletters could be reduced to three times per year rather than four.

V. **CDBG Updates:** Terry Ann Holden announced that the 2014 Letters of Intent (LOI) and applications for the community development programs are now available on the DECD website. Economic Development programs are not yet completed, but they will become available for application submissions the first Friday of each month. While the 2014 program is announced to begin in January, DECD does not actually receive funding from HUD until August/September. All 2013 CDBG funds have been allocated and there are no new, returned, or unused funds available at this time.

VI. **Subcommittee Assignments:** The MCDA Subcommittee Members listed on our newsletters are out-dated. Some are no longer MCDA members. Based on all 47 MCDA members, only 6 have indicated they would like to serve on a subcommittee. To date, these members serve on the various subcommittees:

- a. Advocacy – Dan LaPointe served as chair of this committee.
- b. Communications – J. Theriault will continue to serve as Chair and will recruit other members.
- c. Finance – Matt Eddy is the Chair of this subcommittee and members include the Executive Committee members.
- d. Professional Development – The Vice President, Gail Chase chairs this subcommittee and will recruit new members.
- e. Membership – Steve Dyer is the Chair and he will recruit new members.
- f. Nomination – There is currently no members on this subcommittee, however, T. Levesque volunteered to serve.

VII. **Establishing Meeting Dates:**

Thursday, February 6, 2014	Executive Committee Teleconference
Thursday, March 6, 2014	General Membership Teleconference
May, 2014	General Membership – TBD (Could potentially coincide the Maine Downtown Center Conference in Waterville)
August, 2014	General Membership – TBD (Could potential coincide with the World Acadian Congress in the St. John Valley)
October 2, 2014	MCDA Annual Meeting and MMA Convention

VIII. **Other Business:**

- T. Martin asked whether regional technical assistance providers received requests from assistance from municipalities. He has provided the outreach for the CDBG program, but received no responses. G. Chase also commented that there has been little requests from communities.
- T. Martin asked if DECD was still using the 2000 Census to determine LMI percentages. Terry Ann Holden acknowledged that until HUD has provided DECD with better figures, they have been advised to continue using the 2000 census percentages.

IX. **Adjourn:** Meeting adjourned at 10:58 p.m.

Submitted by,

Joella R. Theriault
MCDA Secretary