



General Membership Teleconference
Thursday, April 10, 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

Deborah Johnson, OCD
Stephen Dyer, MCDA Director
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. **March 20, 2014 Meeting Minutes:** . Moved by Tom Martin to approve the meeting minutes as presented; seconded by A. Krieg. Minutes approved.
- III. **Treasurer's Report:** Matt Eddy reported that the fund balance as of February 28, 2014 was \$15,505. Revenue in the amount of \$100 was for a new membership and expenditures were for postage and contract services with MMA. Also noted was the \$250 sponsorship fee to the Maine Development Foundation in the month of March. Motion by Tony Levesque and seconded by Anne Krieg to approve the Financial Report as presented. Motion passed.
- IV. **Report of Committees:**
 - a. **Professional Development:**
 - Rodney Lynch has reserved the Seadog Conference Room for the professional development workshop scheduled for Thursday, May 29, 2014. The reservation is for approximately 40 people with breakfast (\$5.95) and lunch (\$15.95) served.
 - Darryl Sterling noted that Brian Hodges suggested that MCDA solicit a speaker for a Housing TIF discussion.
 - Deborah Johnson suggested various speakers; i.e. Bill Floyd of the Genesis Foundation, Kevin Bunker of Developers, Inc., Tom Donahue or John Egan of CEI, Mike Baran of MSHA, etc. She will be contacting various speakers and coordinate with Gail Chase, Professional Development Chair, to finalize three guest speakers. Joella Theriault will send a copy of last year's brochure so a similar timeline can be prepared.
 - Another housing issue that MCDA may consider looking into as a workshop topic in the future is the number of vacant housing and tax foreclosures throughout Maine, particularly in the Millinocket area.

- Glen Ohlund also noted that a person from Community Concepts in Lewiston would be another potential guest speaker as would Cooperative, Inc.
- b. **Membership Update:** As of this date, there are 43 paid members and 5 unpaid members. Steve Dyer sent out a mass mailing of about 225 letters, mostly to town managers, inviting them to join MCDA. Recruitment efforts will continue to bring membership up to 50+.
- c. **Communication & Newsletters:** Joella Theriault expects to have the January-April issue of the newsletter completed by April 18th. The reason for getting the newsletter out earlier is that articles submitted by Andrea Smith regarding potential funding sources have an early May deadline. Providing this information to our membership now is important. An article displaying the town/individual that recently joined MCDA will be included in this issue of the newsletter as well. It was also suggested that an article on the new person representing the Maine Downtown Center, Lorraine Francis, be included.
- V. **CDBG Updates:** Deborah Johnson reported that three (3) Public Facility letters have been sent to communities asking for a full application; they are Lubec for a salt/sand storage facility, Washington County on behalf of the Passamaquoddy Tribe, and Princeton for a fire station update.
- **SAVE THE DATE!** The CDBG Certification and Implementation Training Workshop will be held on June 19 and 20. All communities awarded a grant must attend the Implementation Workshop. It was also noted that the CDBG Certification class no longer has an expiration date.
 - **News from COSCDA:** HUD is proposing in its rule-making process that all environmental review forms be completed on-line. While this is a great feature where a community uses a user name and password to enter into the website and complete the forms, it is not convenient. It could take between 6 months to 1 year for HUD to provide the user name and password.
 - Tammy Knight has taken over the Maine Made Program and that has been doing very well. This is another component for economic development.
 - The 2014 Economic Development Program is well above the \$5,000,000+ available under the CDBG Program. The Department has been getting paybacks from a Revolving Loan Fund, and these funds will be combined with the CDBG money to fund as many applications as possible. Anyone wishing to submit an Economic Development Letter of Intent should do so by May 2. The cutoff date for a full application is May 28, 2014.
 - Deborah Johnson commended MCDA for encouraging other funding sources. CDBG is not the sole source of funds for projects. For example, Northern Maine Development Commission (NMDC) has a loan portfolio for micro enterprise projects, as does other economic development districts, and has been providing loans for area business.
 - The budget is slightly earlier than last year. DECD anticipates that a grant agreement with HUD could occur sometime late June, 2014.
 - Maine Housing is responsible for completing and submitting to HUD the Analysis of Impediments (AI) for the State. She invited Joella Theriault to submit a copy of NMDC's Fair Housing Equity Assessment for review and assistance.
- VI. **Subcommittee Assignments:** Joella Theriault reported the following list who have indicated an interest in serving on a subcommittee.

Advocacy	Tony Levesque
Communication	Tony Levesque Joella Theriault
Finance	Tony Levesque
Membership/Organizational	James Gulnac Tony Levesque
Officer/Executive Committee	Austin Bles Joella Theriault
Professional Development	Austin Bles James Gulnac Anne Krieg Tony Levesque
Nomination	Tony Levesque

Joella will send out e-mails to each member requesting volunteers to serve on any of the subcommittees listed.

VII. **Other Business:**

- a. **National CDBG Form:** Posters for the 40th Anniversary of CDBG may be purchased via the COSCDA website. Tony Levesque moved and Anne Krieg seconded a motion to allow the MCDA President to purchase posters for MCDA members in an amount not to exceed \$250. Motion passed.
- b. **National CDBG Week:** Gov. LePage does not sign proclamations, so OCD will not have a proclamation for CDBG week. Tony Levesque does have a signed proclamation from his community and offered to send it to MCDA members for use by their communities.
- c. **MCDA Display:** The display is in need of updating. Darryl Sterling and Joella Theriault will work on updates in time for the MMA Convention.
- d. **Internship:** Rodney Lynch noted that a University of Maine at Farmington intern for the Town of Kingfield is currently looking for a planning or economic/community development position and asked if anyone knew of any open position, they should let him know.

VIII. **Next Meeting Date:** The next meeting date is for Thursday, May 1, 2014 at 10:00 a.m. via teleconference. This meeting is to finalize attendance and guest speakers for the Housing Workshop to be held at the Seadog Conference Room on May 29.

IX. **Adjourn:** Moved by Tom Martin and seconded by Anne Krieg to adjourn. The meeting adjourned at 11:00 a.m.

Submitted by,

Joella R. Theriault

Joella R. Theriault
MCDA Secretary