



**MCDA General Membership Meeting**  
**Thursday, September 11, 2014**  
10:00 a.m.

The MCDA General Membership Meeting was held via teleconference on Thursday, September 11, 2014 at 10:00 a.m. In attendance were:

Gail Chase, MCDA Vice President	Tom Martin, MCDA Director
Joella R. Theriault, MCDA Secretary	Mathew Eddy, MCDA Treasurer
Linda Smith, Town of Brunswick	Glen Ohlund, TD Bank
Tony Levesque, Town of Fort Fairfield	Tracey Steuber, Town of Lisbon
Rodney Lynch, Town of Thomaston	Scott Laflamme, City of Bath
Stephen Dyer, MCDA Director	Anne Krieg, MCDA Director
Deborah Johnson, Office of Community Development	

- I. **Call To Order:** Gail Chase, MCDA Vice President, called the meeting to order at 10:07 a.m.
  
- II. **August 7, 2014 Meeting Minutes:** . Moved by Tony Levesque and seconded by Glen Ohlund to approve the minutes as presented. Motion passed.
  
- III. **Treasurer's Report:** Mathew Eddy presented the Financial Report. There is currently a balance of \$14,511 in the checking account so MCDA is in a good position financially. As a matter of discussion, the \$1,000 general miscellaneous line item seems to be a large sum and perhaps that amount could be broken down further. Matt will take a look at the expenditures that make up the current year's \$687 expenses and will offer a revised budget for next year that provides a more detailed breakdown for that category. On the revenue side, there is \$1,100 more than what was brought in last year, which is most likely due to the increased membership. Moved by Tony Levesque and seconded by Rodney Lynch to accept the Treasurer's Report as presented. Motion passed.
  
- IV. **Annual Meeting and Guest Speaker – Follow-up:** Joella Theriault has contacted Sandy Blitz and he will be sending along a bio and photo for inclusion in the registration brochure. As soon as this information is received, the registration brochure will be sent out and posted on the website. Gail Chase reported that she has received numerous inquiries on the Northern Border Regional Commission (NBRC) program. She suggested we submit information to our members that the Commission is funded through 2018 so that they might take advantage of the program. There was a recommendation that State representatives who review and score the applications and make recommendations for funding to NBRC be invited to join Sandy Blitz at our annual meeting. MCDA Members should be made aware of both the state and federal funding priorities. Gail Chase will follow up with Darryl Sterling regarding arrangements made at MMA for the display booth, annual luncheon at Margarita's Restaurant, etc.

- V. **DECD Updates and Public Forum on the 2015 CDBG Program:** Deborah Johnson reported that OCD is in the process of developing the 2015 CDBG program. The process is quite difficult to develop this year since HUD is requiring that the 5 year consolidated plan be submitted via the E-Con Planning Suite which is new and quite difficult. Both the State rule-making process for the CDBG program and the consolidated plan need to be submitted at the same time. Because there are three HUD programs to address in the Consolidated Plan; i.e. CDBG administered by DECD and the HOME and ESG administered by MaineHousing, it is more difficult to coincide the public hearings, rule-making, and other processes and deliver the product to HUD by November 15. For this reason, OCD is proposing very little change in the program statement. The public hearing on the proposed program statement will be held sometime in October. Some minor changes included:
- a. Batching the EDP and Micro-Enterprise programs so that there are fewer dates for submission, and
  - b. Requiring businesses meet with SBDC counselors prior to submitting an application. This assures OCD that SBDC counselors have consulted with the business and the business is aware of what is needed for a successful project to be funded.

Tom Martin mentioned that last year, there was some issue with the housing assistance program. Deborah Johnson responded that the issue was that smaller communities spend a great deal of time in submitting a housing assistance application for no reason. Smaller communities are encouraged to work with their CAP agencies to address emergency repairs. Sen. Jackson introduced legislation last year to remove the restriction regarding the eligibility of communities to apply for housing assistance but it was vetoed by the Governor. For that reason, OCD removed the wording restriction, but provides for only \$ 1,000,000 for applications to be funded at a maximum of \$500,000 each. Last year, the City of Augusta received a housing grant for the re-use of Cony High School; the Brunswick Housing Authority is another example of a great use of CDBG money in larger communities. OCD referred those communities that applied for housing assistance last year but were unsuccessful to the CAP agencies and in turn the CAPs contacted the communities to offer assistance.

VI. **Other Business:**

- a. **Membership:** Membership to date totals 51. Stephen Dyer, Membership Subcommittee Chair, will start sending out renewals next month. Deborah Johnson will again contact each CAP agency and attach an MCDA membership form so that they can submit their applications to MCDA for 2015.
- b. **Newsletter:** The current Annual Report is approximately 75% completed. Joella Theriault is waiting on certain items, such as President's Report, Success Story, and any other newsworthy articles that occur within the next week or so. Deborah Johnson recommended that Joella prepare a budget on time spent on developing the newsletter and present it to MCDA for payment in the future. She also recommended that the newsletters be submitted more frequently. Joella will prepare the budget as requested based on an average of time spent because in some cases, members have provided information when requested while others do not respond to such requests. This requires Joella to look for newsworthy articles and this is time consuming.
- c. **MCDA Display Booth at MMA:** The MCDA display is located in the basement of DECD. Deborah Johnson will locate the display and have it available for MCDA to pick up and bring to the MMA Convention for Wednesday, October 1. She will also let Joella know what the dimensions of the display are so that printed materials can be sized correctly. Joella is looking for success stories and asked members to submit them as soon as possible.

- d. **Underwriting Training:** Linda Smith had circulated e-mails earlier to MCDA members requesting interest in holding an underwriting training workshop. The example given was to see if MCDA members would be interested in participating in a 2-day training presented by Vin Dicara. If interested, MCDA along with two or three other vendors could cover the cost of the workshop. Other alternatives mentioned that could reduce the cost of the workshop included having SBDC counselors or CDFI organizations provide the training. Because there was much interest in this training, the Professional Development Subcommittee will be tasked to work on a presentation.

There was also a discussion on the location of meetings. The Seadog Conference Center in Bangor has worked very well, but it may be a good idea to hold workshops and/or meetings in either northern or southern parts of Maine. In the past, MCDA held meetings at various locations so that members could visit other parts of the state. Deborah Johnson also suggested that the Augusta City Hall is available for workshops.

- VII. **Adjourn:** Moved by Mathew Eddy to adjourn. The meeting adjourned at 11:17 a.m.

Submitted by,

*Joella R. Theriault*

Joella R. Theriault  
MCDA Secretary