



Thursday, September 8, 2016  
GENERAL MEMBERSHIP MEETING  
10:00 A.M.

Telephone Number: 1-877-455-0244

Pass Code: 7366898144#

### **MEETING MINUTES**

- 1. Welcome and Introductions by Gail Chase, President MCDA 2015-2017:** Meeting called to order at 10:02 a.m. Present were:

Gail Chase, MCDA President	Kennebec Valley Council of Governments
Terry Walsh for Tom Martin, MCDA Member	Hancock County Planning Commission
Joella R. Theriault, MCDA Secretary	Northern Maine Development Commission
Stephen Dyer, MCDA Vice President	Ransom Consulting, Inc.
Nancy Ketch, MCDA Member	Town of Houlton
Anne Krieg, MCDA Board Member	Town of Bridgton
Tracey Steuber, MCDA Board Member	Town of Lisbon
Tony Levesque, MCDA Member	Town of Fort Fairfield
Rodney Lynch, MCDA Member	Towns of Thomaston and Richmond
Linda Smith, MCDA Member	Town of Brunswick
Suzie Paradis, MCDA Board Member	Town of Madawaska
Deborah Johnson, CDBG Program Director	Dept. of Economic and Community Development

- 2. Changes or additions to agenda:** There were no changes or additions.
- 3. Approval of July 14, 2016 Meeting Minutes:** Moved T. Steuber to approve the meeting minutes as presented; seconded by S. Dyer. T. Levesque and S. Paradis abstained. Motion passed.
- 4. Discussion with Deborah Johnson, Director, Office of Community Development, DECD:** Report by Deborah Johnson:
  - The 2017 CDBG Program timeline is similar to 2016. The 2017 Proposed Program Statement should be available on or about September 30, 2016.

**b.** Changes to the 2017 Program are proposed as follows:

- Public Infrastructure – No competition is proposed for the 2017 round of funding. The 2016 applicants have completed all of their matching requirements, have consent decrees, and are prepared to implement their projects and are simply waiting for CDBG funds.
- Proposing to re-introduce the Downtown Revitalization Program as an eligible activity but no budget.
- Public Facility will remain as an eligible activity but no budget.
- Safe Neighborhood Program is out.
- Economic Development Program –
  1. OCD is proposing to batch the applications and looking to add another month to the Letter of Intents. Example: January-April LOIs with an application due date in June rather than May.
  2. Also under review is the multiple applications received from a community. These applications actually compete against each other. For the time being, OCD will not make any changes but may consider providing the community with a checklist for consideration in prioritizing applications.
  3. A public hearing on the program is scheduled for some time in November with a comment period following the hearing.
  4. Considering not accepting start-up business applications under the Economic Development Program, but leaving the opportunity for waiver considerations. This is only a consideration and not a proposed change.

**5. Progress on the website:** Scott Laflamme was not available to report on this item. G. Chase will contact S. Laflamme for an update.

**6. Annual Meeting: Venue, Speaker, Business Meeting Content:** S. Dyer reported that Tanya Emery, Director of Community and Economic Development for the City of Bangor, will be the guest speaker. The topic of her presentation will be on the process and policy behind the Waterfront Park and Performance Pavilion and how the City addressed neighborhood concerns. The annual meeting will be held at Season's Grille and Sports Lounge within walking distance of the MMA Convention venue. A Professional Development Committee meeting will be held immediately following the annual meeting.

**7. Treasurer's Report and Financials:** M. Eddy was not available to present the Treasurer's Report and Financials, but a copy of the June financials was available. (see attached). Passed. T. Levesque moved to approve the June financials as presented; seconded by T. Steuber. Motion passed.

**8. Status of Subcommittees and Subcommittee Reports:**

**i. Membership:** T. Levesque provided a copy of the membership list as of September 2, 2016. There are 45 paid members and 10 non-renewing members on this list. G. Chase will contact the non-renewing members.

**ii. Professional Development:** The Professional Development Committee has met and the results of their discussions was included under Item 6. Annual Meeting.

**iii. Communications/Newsletter:** The April to June, 2016 newsletter is completed and J. Theriault will send to G. Chase for review and approval before submitting it to the membership. J. Theriault is also in the process of updating the trade booth in time for the MCDA Annual meeting as well as working on the annual report. A request for success stories, photos, and other news articles will be submitted via e-mail to the membership. The stories and news articles can be on any community and economic development projects, not specifically CDBG-related.

**9. Other:**

- a.** G. Chase to contact MMA regarding the 2017 contract.
- b.** T. Levesque suggested MCDA hold a retreat-type training workshop in the spring of 2017 and asked if OCD would be in a position to help fund the training workshop. Specifics on the topic of the training workshop will be submitted to OCD so that they can review the activity and assure compliance with the CDBG regulations before committing to funding the workshop.

**10. Next Meeting Date:** Thursday, December 8, 2016 at 10:00 a.m. G. Chase and J. Theriault will meet to discuss the need for a November meeting in response to the annual meeting requirements prior to December's scheduled meeting.

**11. Adjourn:** Meeting adjourned at 10:46 a.m.

Sincerely,

*Joella R. Theriault*

Joella R. Theriault  
MCDA Secretary

*Meetings are held the second Thursday of every other month. In the event that the second Thursday falls on a holiday, the meeting will be held on the next business day.*