

**Northern Maine Development Commission
Executive Board Meeting Minutes of
August 14, 2014**

PLACE: Northern Maine Development Commission, Caribou

DATE: August 14, 2014 3:00 p.m.

Attendance: Chair Don Guimond, Don Adams, Mary Anne Buck, Ralph Dwyer, Norm Fournier, Jim Gagnon, Jim Gardner, Max Lynds, Ray Mersereau, Christy Sirois, Wendell Spooner, Patricia Sutherland, Jim Tweedie, Paul Underwood and Terry Wade.

Others Present: Bob Clark, Duane Walton, Judy Dinsmore, Jon Gulliver, Ruby Bradbury and Theron Larkins-Aroostook Republican.

1. Call to Order and Introductory Remarks:

Chair Guimond welcomed everyone and asked those who wished to receive travel reimbursement to pass their travel vouchers in to Ms. Dinsmore.

2. Appointment of Larry Duchette to the Executive Board:

Mr. Clark announced Mr. Duchette was not included on the ballot in error, his election should have been for a one year term, therefore the Executive Board can appoint Board members between annual meetings for the unexpired term which will be for one year.

MOTION:

Motion made by Mr. Mersereau, seconded by Ms. Sirois to appoint Larry Duchette to the Executive Board as presented.

VOTE:

Motion voted on and passed.

3. Approval of Executive Board of Directors Meeting Minutes of June 26, 2014:

MOTION:

Motion made by Ms. Sirois, seconded by Ms. Buck to approve the June 26, 2014 Executive Board of Directors meeting minutes as presented.

VOTE:

Motion voted on and passed.

4. Approval of Member Representatives Annual Meeting Minutes of June 26, 2014:

MOTION:

Motion made by Mr. Fournier, seconded by Mr. Gardner to approve the June 26, 2014 Member Representatives Annual meeting minutes as presented.

VOTE:

Motion voted on and passed.

5. Acceptance of the Agencywide Revenue and Expenditure Statement for the Period Ending June 30, 2014:

The Agencywide Revenue and Expenditure Statement Report was provided with the financials for the Board's convenience.

Financial Summary:

The benchmark for the period ending June 30, 2014 is 100%.

Total Revenues are \$7,383,401 representing 89.9% or 10.1 percentage points below the benchmark.

Total Expenses for the period were \$7,175,964 or 92.3% of our budgeted expenses or 7.7 percentage points below the benchmark.

Agency Balance - \$207,437. A total of \$292,563 of the fund balance was used to make up the \$500,000 that is dedicated to the World Acadian Congress. These funds were received in a prior reporting period and deposited in a separate savings account and used for this year's expenses.

MOTION:

Motion made by Ms. Sirois, seconded by Mr. Fournier to approve the Agencywide Revenue and Expenditure Statement for the period ending June 30, 2014 as presented.

VOTE:

Motion voted on and passed.

a. Report of the Finance/Audit Committee

Chair Guimond announced due to committee member scheduling conflicts, the meeting has been postponed to September 4, 2014 at 9:00 a.m.

6. Report of the Loan Review Committee:

Mr. Walton presented a quarterly update to the Board. Currently there are 116 loans with 100 of them current.

Loans considered under staff authority for the period April 1 – June 30, 2014:

Full Circle Health (Presque Isle) – restructure (closed)
 Troy Haines (Mapleton) – working capital (closed)
 From the Sea to You, Inc. (Ellsworth) – working capital (closed)
 Ryan Landers (Caribou) – working capital (declined)
 Jeremy Bither (Houlton) – working capital & equipment (closed)
 Jeremy Bither – working capital (closed)
 Northeastern Supply (Caribou) – equipment (closed)
 Keith Boucher (Brewer) – equipment (approved)
 James Cheviot (Caribou) – working capital (declined)

Loans acted on by LRC for period April 1 – June 30, 2014:

Mayo Mill (Dover Foxcroft) – brownfields (approved)
 DJ Morin & Sons Construction (Caribou) – change in collateral (approved)
 Matthew & Melissa Boutot (Portage) – purchase Coffin’s General Store (approved)
 Joshua Barnes & Matthew Maguire d/b/a Versa Athletics (Presque Isle) – charge off balance (approved)
 Alison Brown d/b/a Sweden Street Hot Spot (Caribou) – staff to make judgment during foreclosure sales proceedings (approved)
 Schoppee’s Garage (Jonesboro) – brownfields (approved)
 Caldwell Auto, LLC (Limestone) – balloon renewal (approved)
 Matthew & Melissa Boutot (Portage) – inventory and working capital (approved)
 Kenneth Dionne (Madawaska) – charge off balance

Loans approved/closed/declined under staff authority as of August 14, 2014:

Stacy Frost (Caribou) – working capital (closed)
 Jessica Parady (Caribou) – working capital (closed)
 Robert St. Peter (New Sweden) – working capital (closed)
 Keith Boucher (Caribou) – equipment (closed)
 Trevor Sheaves (Houlton) – working capital (declined)
 Mark & Gloria Goughan (Caribou) - combined loans, no new money (approved)

MOTION:

Motion made by Ms. Sutherland, seconded by Ms. Buck to accept the Loan Review Committee’s report as presented.

VOTE:

Motion voted on and passed.

Mr. Underwood suggested looking at collateral percentages as some of the charge offs are high. Mr. Walton indicated the bank’s percentages are basically the same.

a. Loan Review Committee Appointments
Executive Board=EB or Person at Large=PL

Don Adams – Patten (EB)
 Denis Gagne – Bridgewater (EB)
 Ghent Holdsworth – Caribou (PL)
 Max Lynds – Houlton (EB)
 Jon McLaughlin – Houlton (PL)
 Judy Sherman – Oxbow (PL)
 Terry Wade – Monticello (EB)
 Cathy Beaulieu – Presque Isle (PL)
 Jim Bennett – Presque Isle (EB)
 Dave Cambridge – Chapman (PL)
 Jim Gardner – Easton (EB)
 Beth Henderson – Caribou (PL)
 Ray Mersereau – Mars Hill (EB)
 Barbara Nardone – Presque Isle (PL)
 Dixie Shaw – Presque Isle (PL)
 Jim Tweedie – Blaine (EB)
 Josh Tweedie – Blaine (PL)
 Paul Bouchard – Fort Kent (PL)
 Tom Clowes – Stockholm (EB)
 Don Guimond – Fort Kent (EB)
 Dave Desjardins – Fort Kent (PL)
 Mark Morneault – Fort Kent (PL)
 Jim Nadeau – Eagle Lake (EB)
 Christy Sirois – St. Agatha (EB)
 Christina Therrien – Madawaska (EB)

MOTION:

Motion made by Mr. Tweedie, seconded by Mr. Gagnon to approve the recommendation of the Loan Review Committee for the appointments to the committee as presented.

VOTE:

Motion voted on and passed.

7. Ratification of Service Contracts:

There were no contracts to be ratified.

8. Community and County Dues Assessments for 2015-2016:

Mr. Clark announced this is the tenth year with no increase. Any changes are a result of state valuation changes. The largest was Caribou and the lowest was Madawaska. Van Buren and Danforth have become members this year. Total dues assessment for 2015-2016 is \$176,242.

MOTION:

Motion made by Mr. Fournier, seconded by Mr. Gardner to approve the community and county dues assessments as presented.

VOTE:

Motion voted on and passed.

9. Revised NMDC Organizational Chart:

Mr. Clark reviewed the revisions to the organizational chart with the Board. The umbrella was removed as the APP and Executive Boards are two different boards, but work within the partnership. Under APP, a new block will be added for Private Investors' Council. The World Acadian Congress will cease in September, therefore those positions will be eliminated. Aroostook/Washington WIB and Tri-County WIB work with both boards, but report to Ryan Pelletier. Dave Spooner moved from the Economic & Workforce Development Division to the Business Finance Department as a Loan Officer 1. Dana Delano will assume the PTAC duties and will continue as the MEP Project Manager.

Mr. Clark announced there will be various other revisions as time goes on with staff changes and duties, therefore they will see the Chart multiple times.

MOTION:

Motion made by Mr. Underwood, seconded by Ms. Sirois to approve the NMDC Organizational Chart as presented.

VOTE:

Motion voted on and passed.

10. Appointments to Aroostook County Tourism Board:

Mr. Gulliver announced the retirement of Kathy Mazzuchelli from Caribou's Parks and Recreation Department. The ACT Committee is recommending Gary Marquis replace Ms. Mazzuchelli on the ACT Committee as he will be the new Superintendent of Parks and Recreation.

MOTION:

Motion made by Mr. Tweedie, seconded by Mr. Mersereau to appoint Gary Marquis to the ACT Board as presented.

VOTE:

Motion voted on and passed.

11. Appointments to the Community Guided Planning and Zoning Steering Committee:

Mr. Clark announced Kathy Mazzuchelli was also a member of the Community Guided Planning and Zoning Steering Committee and it is the recommendation of the Steering Committee to appoint Gary Marquis to fill the seat vacated by Ms. Mazzuchelli.

MOTION:

Motion made by Ms. Sutherland, seconded by Mr. Mersereau to appoint Gary Marquis to the Community Guided Planning and Zoning Steering Committee as presented.

VOTE:

Motion voted on and passed.

12. Workforce Coordinator Position Description:

Mr. Clark reported Angela Oechslie who is currently the Program Assistant for Tri-County Workforce Investment Board will have additional duties as they will be working with the 5 counties in workforce development. Her duties will now include doing more coordination and administrative services for program development, budgeting, contract development, monitoring and assessment of the programs. She will also be doing website development, social media and maintenance. This position requires a Bachelors degree or an Associate's degree with preferred experience. This will be a Range 2 position and will start at \$35,298.

MOTION:

Motion made by Mr. Fournier, seconded by Mr. Underwood to approve the Workforce Coordinator position and job description as presented.

VOTE:

Motion voted on and passed.

13. Executive Director's Evaluation Process:

Mr. Clark reviewed the process recommending the following sentence be eliminated from the process information sheet:

Page 1, Step #1 – last sentence...

“...which are contained in a separate attachment to this process outline.”

Once the evaluations are received, a meeting of the immediate Past Chair, Chair, Vice-Chair, Secretary and Treasurer will take place to conduct an overall rating.

MOTION:

Motion made by Ms. Sutherland, seconded by Mr. Mersereau to approve the evaluation process as presented.

VOTE:

Motion voted on and passed.

14. Other Business:

None noted.

15. Executive Director's Report:

Mr. Clark reviewed the following with the Board:

- Press Release: ReEnergy plant reopened in Ashland. Enough energy to supply 37,000 homes and create 25 direct jobs and 150 indirect jobs. Will be up and running on November 1st.
- NBRC Applications: We received 4 applications with \$5,000,000 available. We should know the outcome by mid-September. Applications received were: LDA, Maine Winter Sports Center, Town of Ashland and City of Caribou.
- Salt Bids: This year's salt bids will offer \$27,000 in savings. We will be meeting with MDOT to discuss what will be the best for the towns in the future.
- Community Advantage Loans: NMDC has been authorized to begin to sell SBA Community Advantage Loans on the secondary market. Mary Dahlgren has received certification.
- Van Buren Town Manager: Mr. Clark met with Dan McClung, Van Buren's new Town Manager in which he expressed his interest in serving on the Executive Board.

Ms. Sirois added tomorrow will be the big day in Madawaska for the World Acadian Congress with a huge Mass in the morning, activities all day and a concert in the evening. On August 20th the Export Conference will take place at UMFK and the Economic Summit on Friday in Edmundston.

16. Adjournment:

There being no further business to conduct, Chair Guimond declared the meeting adjourned at 4:15 p.m.

Respectfully submitted,

Austin Bless - Secretary

AB/jd