

**Northern Maine Development Commission
Member Representatives Annual Meeting Minutes of
June 25, 2015**

PLACE: Lakeview Restaurant, St. Agatha, Maine

DATE: June 25, 2014 4:30 p.m.

Attendance: Chair Don Guimond, Ralph Dwyer, Patrick Driscoll, Jim Tweedie, Denis Gagne, Austin Bless, Gary Aiken, Jon Frederick, Patricia Sutherland, Jim Gardner, Paul Dudley, Priscilla Staples, Fred Ventresco, Christina Therrien, Ray Mersereau, Dave Cyr, Larry Duchette, David Pierce, Martin Puckett, Christy Sirois, Beurmond Banville, Steve Pelletier, Jim Gagnon, Keith Brown, Norm Fournier and Percy Thibeau (Proxy for Craig Lawrence-Frenchville).

Others Present: Robert Clark, Duane Walton, Judy Dinsmore, Dana Delano, Jon Gulliver, Ken Murchison, Ryan Pelletier, Dave Spooner, Joella Theriault, Ruby Bradbury, Trisha Gotreau, Paul Bouchard, Susan Hatton-SCEC, Barry McCrum, Gary Picard, and Tanya Rucosky-SCEC.

1. Call to Order and Introductions:

Chair Guimond welcomed everyone and instructed those who wished to receive travel reimbursement to pass their vouchers in to Ms. Dinsmore and checks would be mailed out.

Chair Guimond asked those members who completed a Proxy Statement to hand it in to Ms. Dinsmore if they would be voting in the absence of the Member Representative for their community/county. Percy Thibeau handed his Proxy Statement in as he would be voting for Member Representative Craig Lawrence of Frenchville.

2. Certification of Quorum:

Chair Guimond announced the quorum requirement for the transaction of business at a meeting of the Members is 25% of the Representatives entitled to vote.

There are 90 Member Representatives of which 23 would constitute a quorum. There were 26 Member Representatives present at the meeting, therefore a quorum was present and met the requirements of the by-laws.

3. Annual Report Presentation:

Mr. Clark reviewed the Report with the Board.

Business Finance Division:

The Business Finance Division has loaned out \$49,098,402 since its inception, leveraged \$263,876,216, created 5,751 new jobs, retained 9,663 jobs and administered 707 loans. The department recently received the new RMAP loan fund in the amount of \$500,000.

Small Business Development Center (SBDC):

The SBDC at NMDC met with 255 distinct clients, with 499 sessions and dedicated 924.75 hours to small business.

NMDC's SBDC staff helped Randy Lord of Danforth start up his AMP Fin business, which produces a product that helps amputees get back in the water. Lord, being an amputee himself who lost his leg below the knee due to a work-related accident, noticed not many amputees go to the beach to swim. Lord held public trials of the swim fins at the University of Maine indoor pool, in which 5 amputees were fitted with the devices and proceeded to swim laps. After several obstacles in the design they got a patent for the AMP Fin and the product was ready to market in April of this year.

Economic & Workforce Development Division:

Mr. Clark stated in 2014-2015 the Economic & Workforce Development Division provided staff support to the Aroostook & Washington Counties and Tri-County Workforce Investment Boards (AWWIB and TCWIB). They are responsible for programmatic oversight and fiscal monitoring of the WIA program administered by the US Department of Labor. WIA funds are provided to unemployed adults, dislocated workers and economically disadvantaged youth to overcome barriers to employment, provide supportive services, and education and training assistance.

Maine Manufacturing Extension Partnership Program (MEP):

MEP is able to leverage a vast array of public and private resources and services that are available to every manufacturing enterprise in Maine. MEP provides affordable, innovative solutions to problems encountered by today's manufacturing enterprise by facilitating interaction between industry, government and academia. During 2014-2015, the following services were provided:

- 53 manufacturing site visits in Aroostook County
- 21 manufacturing site visits in Washington County
- 7 mini-projects with manufacturing companies
- 8 project proposals waiting on approval totaling \$38,000

Procurement Technical Assistance Center (PTAC):

NMDC's PTAC program provides a variety of government contracting technical assistance services to Aroostook and Washington County-based business of all sizes. The services consist of one-on-one counseling, training workshops, and networking opportunities; all designed to help prepare businesses to successfully compete for government market opportunities.

Client activity for Aroostook and Washington counties:

- Active clients: 109
- Active pre-clients: 19
- Consultations in both counties: 624

LEAD Activities:

- Aroostook Day at the Legislature
- Entrepreneur of the Year
- Business Plan Competition
- Opportunities Aroostook (job and resume posting)

Regional Planning and Development Division Activities:

- USDA-RD Technical Assistance and Training Grant
 - Asset Planning
 - Source Water Protection
- Maine Department of Agriculture, Conservation and Forestry
 - Preparing communities for planning
 - General technical assistance
 - Regional planning efforts
- Maine Department of Transportation
 - Long range planning and assistance with biennial work plans
 - Regional transportation plan development coordination
 - Ordinance and other general municipal technical assistance
- Community Guided Planning and Zoning Effort
 - Development of a Small Business Development Sub-district to encourage a range of small business development in rural areas that are compatible with and complementary to Aroostook County's natural resource-based land uses.
- EPA Brownfield Community-Wide Assessment Grant
 - Conduct 12 Phase I ESAs and 12 Phase II ESAs
 - Meet or contact at least 25 prospective Brownfield property owners, communities and community groups
 - 6 sites redeveloped under petroleum program and 6 sites redeveloped under the hazardous substance program for 100 acres of redevelopment
 - Increase property tax revenues by \$250,000 from former Brownfield properties
 - Creation or retention of 10 jobs under both programs
 - Leverage \$500,000 of investment for both programs
- Community Development Block Grant (CDBG Technical Assistance)
 - Assist communities to build CDBG and related program knowledge and administration skills
 - Economic Development projects
 - Housing assistance
 - Housing related improvements
 - Low to Moderate Income surveys and verifications
 - Public facility, public infrastructure, Micro Enterprise

- USDA Farmers Market Promotion Program
 - Forming a Steering Committee of food expert and economic development professionals
 - Conduct an on-line survey to determine where people shop and what types of foods they purchase
- USDA Rural Development Rural Business Development Grant
 - Create inventory of growers in Aroostook, Washington and Piscataquis counties
 - Research needs and develop better distribution channels for getting produce to downstate markets

Planning and Development Division Contracts:

- Town of Ashland Community Center Project
- Town of Ashland – Ashland Water and Sewer District
- Nashville Plantation – Irving Forest Products
- Wallagrass – Hilltop Blossoms
- Limestone/Loring Development Authority – Income Survey and Maine Drinking Water program
- City of Presque Isle – Acme Monaco
- Rest Area Maintenance Program 2015 – Funded 14 in Aroostook and Washington counties
- Geographic Information System – Provided GIS, GPS and computerized mapping services, web applications and low cost GIS solutions for small rural communities
- Maine Tourism Marketing Partnership Program (MTMPP)
- EDA Planning Grant
- EDA Mobilize Maine Cluster Development – Phase II
- Investing in Manufacturing Communities Partnership (IMCP) Rural Development/EDA
- Cooperative Purchasing
 - 49 municipalities purchased nearly 13,420 tons of salt
 - NMDC price: \$73.45/ton
 - State price: \$75.84/ton
 - Total savings: \$32,074

Northern Forest Products Industry Cluster:

The Cluster, organized by Aroostook Partnership for Progress (APP) and supported by NMDC, will explore opportunities and challenges in the industry in order to develop an action plan to maximize the growth potential for this key sector in Aroostook's economy. The forest products industry represents more than 6,750 jobs in Aroostook County.

4. Nominating Committee Report:

- a. Election of Executive Board of Directors – 2 year term

Mr. Gagnon gave the report to the Board stating that the Nominating Committee nominated the following for:

Executive Board 2 Year Terms:

Don Adams, Patten
Dave Cyr, Mars Hill
David Dionne, Island Falls
Larry Duchette, Portage Lake
Ralph Dwyer, Ashland
Jon Frederick, Castle Hill
Denis Gagne, Bridgewater
Max Lynds, Littleton
Dan McClung, Van Buren
Jim Nadeau, Winterville
Ryan E. Pelletier, Frenchville
Martin Puckett, Presque Isle
Christy Sirois, St. Agatha

Chair Guimond asked if there were any nominations from the floor for Executive Board of Directors for a 2 year term. None were noted.

MOTION:

Motion made by Mr. Tweedie, seconded by Mr. Fournier to cease nominations.

VOTE:

Motion voted on and passed.

MOTION:

Motion made by Mr. Frederick, seconded by Mr. Gardner to elect the slate of nominees for Executive Board of Directors for a 2 year term as presented.

VOTE:

Motion voted on and passed.

b. Election of Executive Board of Directors – 1 year term

Mr. Gagnon stated the Nominating Committee nominates the following for:

Executive Board 1 Year Term:

Butch Asselin, Houlton
Sandra Fournier, Eagle Lake
Fred Ventresco, Limestone

Chair Guimond asked if there were any nominations from the floor for Executive Board of Directors for a 1 year term. None were noted.

MOTION:

Motion made by Ms. Sirois, seconded by Mr. Cyr to cease nominations.

VOTE:

Motion voted on and passed.

MOTION:

Motion made by Mr. Frederick, seconded by Mr. Bless to elect the slate of nominees for Executive Board of Directors for a 1 year term as presented.

VOTE:

Motion voted on and passed.

c. Election of Officers – 1 year term

Mr. Gagnon stated the Nominating Committee nominates the following for:

Officers for 1 Year Term:

Chair: Christy Sirois, St. Agatha
Vice-Chair: Austin Bless, Caribou
Treasurer: John Frederick, Castle Hill
Secretary: Ralph Dwyer, Ashland

Chair Guimond asked if there were any nominations from the floor for Officers for a 1 year term as presented. None were noted.

MOTION:

Motion made by Mr. Banville, seconded by Mr. Gagne to cease nominations.

VOTE:

Motion voted on and passed.

MOTION:

Motion made by Mr. Gardner, seconded by Mr. Banville to elect the slate of nominees for Officers for a 1 year term as presented.

VOTE:

Motion voted on and passed.

This concluded the elections.

5. Other Business:

Ms. Sutherland congratulated Ms. Sirois on being the second woman chair of NMDC's Executive Board of Directors.

6. Officer and Board Recognition

Chair Guimond recognized the following outgoing Board Members and presented them with a plaque:

Jim Bennett, Presque Isle
John Davis, Frenchville
CP Harris, Limestone
Ray Mersereau, Mars Hill
Patricia Pelletier, Allagash
Christina Therrien, Madawaska

The outgoing Officers were recognized and presented with a framed print:

Don Guimond, Fort Kent – Chair
Christina Therrien, Madawaska – Treasurer

7. Employee Recognition:

Chair Guimond recognized the following employees with 5, 25 and 35 years of service to NMDC:

Ryan Pelletier – 5 years
Duane Walton – 25 years
Judy Dinsmore – 35 years

8. Adjournment:

There being no further business to conduct, Chair Guimond entertained a motion to adjourn the Annual Meeting of Members.

MOTION;

Motion made by Ms. Sirois, seconded by Ms. Sutherland to adjourn the meeting.

VOTE:

Motion voted on and passed.

Meeting adjourned at 4:50 p.m.

A social time and dinner followed adjournment.

Respectfully submitted,

Austin Bless
Secretary

AB/jd