

**Northern Maine Development Commission
Executive Board Meeting Minutes of
September 17, 2015**

PLACE: Northern Maine Development Commission

DATE: September 17, 2015 3:00 p.m.

Attendance: Chair Christy Sirois, Don Adams, Butch Asselin, Austin Bleess, Keith Brown, Mary Anne Buck, Tom Clowes, Dave Cyr, David Dionne, Ralph Dwyer, Jon Frederick, Denis Gagne, Jim Gagnon, Don Guimond, Dan McClung, Jim Nadeau, Patricia Sutherland, Jim Tweedie, Paul Underwood and Fred Ventresco.

Others Present: Kim Rohn-Congressman Poliquin's Office, Bob Clark, Duane Walton, Judy Dinsmore, Alain Ouellette, Jon Gulliver, Mary Dahlgren and Chris Bouchard-Aroostook Republican.

1. Call to Order and Introductory Remarks:

Chair Sirois brought the meeting to order at 3:00 p.m. For the convenience of the new Board Members, introductions were made around the table. Those who wished to receive travel reimbursement were asked to pass their vouchers in and checks would be mailed to them.

2. Approval of Executive Board Meeting Minutes of June 25, 2015:

MOTION:

Motion made by Ms. Sutherland, seconded by Mr. Tweedie to approve the Executive Board of Directors meeting minutes of June 25, 2015 as presented.

VOTE:

Motion voted on and passed.

3. Approval of Member Representatives Annual Meeting Minutes of June 25, 2015:

MOTION:

Motion made by Ms. Sutherland, seconded by Ms. Buck to approve the Member representative Annual Meeting minutes as presented.

VOTE:

Motion voted on and passed.

4. Acceptance of the Agencywide Revenue and Expenditure Statement for the Period Ending August 31, 2015:

The benchmark for the period ending August 31, 2015 was 16.7%.

Total revenues are \$672,441.35 representing 15.38% or 1.32 percentage points below the benchmark.

Total expenses for the period were \$466,126.87 or 10.84% of the budgeted expenses or 5.86 percentage points below the benchmark.

This gives an Agency Balance of \$205,314.48.

MOTION:

Motion made by Mr. Nadeau, seconded by Mr. Gagne to approve the Agencywide Revenue and Expenditure Statement for the period ending ~~a~~August 31, 2015 as presented.

VOTE:

Motion voted on and passed.

5. Report of the Loan Review Committee:

Mr. Walton indicated since his last report to the Board, 4 loans have been closed.

Virtual Managed Solutions (Caribou) – advance (approved)

Napolis (Caribou) – build a deck on the restaurant (approved)

James Whitmore (Wade) – working capital and equipment in the amount of \$16,000 (approved)

B&P Cleaners (Fort Fairfield) – working capital and equipment in the amount of \$15,000 (~~approved and~~ closed)

Denny Gallup (Houlton) – working capital in the amount of \$15,000 (approved)

Dinah Gagnon (Fort Kent) – extension (approved)

JB Sheet Metal (Caribou) – adjustment in collateral (approved)

RL Todd (Caribou) – restructuring existing debt and additional monies (approved)

Valley Realty (Madawaska) – final phase to improvements to Highview Manor (approved)

~~Mr. Walton~~**He** explained there is a need to loan out \$500,000 in SBA money or we will lose it by the end of 2015. There is \$500,000 in RMAP monies to loan out that were just recently received. ~~or we will lose it.~~ Overall, we have \$1.5 million available to loan out.

MOTION:

Motion made by Mr. Tweedie, seconded by Mr. Cyr to accept the Loan Review Committee's report as presented.

VOTE:

Motion voted on and passed.

6. Ratification of Service Contracts:

The following service contract was ratified by the Board:

Ashland Water and Sewer District (administration for their 2015 Public Infrastructure Grant program) \$1,500

MOTION:

Motion made by Mr. Guimond, seconded by Mr. Nadeau to ratify the service contract as presented.

VOTE:

Motion voted on and passed.

7. Community and County Dues Assessment for 2016-2017:

Mr. Clark reported there has been no dues increase for the past 11 years.

He reported on the increase and decrease percentages of those towns with the highest to lowest increases. Washington County dues increased from \$585 to \$8,232, which represents 1/3 of Aroostook's dues and will provide them with a board seat.

Total community dues - \$150,962

Total county dues - \$32,927

Total dues assessment - \$183,889

MOTION:

Motion made by Ms. Sutherland, seconded by Mr. Gagne to approve the county and community dues assessments for the 2016-2017 fiscal year as presented.

VOTE:

Motion voted on and passed.

8. Revised NMDC Organizational Chart:

Mr. Clark presented this to the Board comparing the previous chart with the revised [chart](#).

Changes were:

Director of Operations position – eliminated due to Ruby Bradbury's retirement

Mary Dahlgren – Finance Director (formally Business Finance Assistant)

Matt Tompkins – Accountant (replacing Wanda Osgood)

Josh Nadeau – SBDC Counselor (replacing Rod Thompson)

Trisha Gotreau – Business Finance Assistant ([replacing Mary Dahlgren](#))

Ken Murchison – Tourism Coordinator (replacing Jon Gulliver who assumed Mike Eisensmith’s duties)

Bob Clark – Interim AWWIB Executive Director (replacing Ryan Pelletier)
Dana Delano – Director of Workforce Development Division
Ken LeTourneau – MEP Manager
PTAC Manager – will be advertising for this position (currently Dana Delano)

MOTION:

Motion made by Mr. Nadeau, seconded by Mr. Tweedie to approve the revised Organizational Chart as presented.

VOTE:

Motion voted on and passed.

9. Authorization to Apply for an EDA Seed Fund Support Cluster Grant:

Mr. Ouellette stated this grant is to provide funding for technical assistance to support feasibility, planning, formation, or launch of cluster-based seed capital funds to be deployed in support of innovation-based startups with a potential for high growth.

NMDC’s objective will be to explore establishing a Venture Development Organization (VDO) to assist innovative Aroostook and Washington County entrepreneurs in forest products and agriculture.

We plan to engage potential entrepreneurs, identify potential investors, locate and coordinate with partners, develop VDO business plan and develop a sustainability plan for VDO.

We hope to accomplish an increase in business deal flow, create more qualified entrepreneurs in the region, reduce investment risk and better serve a wider spectrum of small businesses throughout their growth in northern Maine.

NMDC’s application team:

Dana Delano
Jon Gulliver
Alain Ouellette
Robert Clark

EDA - \$150,000
Regional Match of: \$150,000

The application will be submitted in early October, 2015.

MOTION:

Motion made by Mr. Bless, seconded by Mr. Cyr to authorize submission of the EDA Seed Fund Grant as presented and to authorize the Executive Director to execute all necessary documents pertaining thereto.

VOTE:

Motion voted on and passed.

10. Authorization to Apply for a Rural Community Development Initiative Grant:

Mr. Ouellette stated the purpose of this grant is to provide financial and technical assistance to communities to develop their capacity and ability to undertake projects related to housing, community facilities, or community and economic development.

As a result of the survey sent out in July, 2015, we will be proposing assistance to 18 Aroostook County towns in the following areas:

- Sustainable Communities Plan Overview, SWOT Analysis, Open Discussion
- Community Needs Assessments
- Income Survey Methodologies
- Environmental Review Procedures
- Citizen Participation – Best Practices
- Grant Writing 101

NMDC Staff:

Joella Theriault
Jay Kamm
Ken Murchison

RCDI: \$50,000

DECD Match:

T/A - \$25,000

Special projects fund - \$10,000

Dept. of Agriculture, Conservation and Natural Resources T/A - \$5,000

NMDC: \$10,000

Total project cost: \$100,000

Filing date was August 13, 2015 with a determination date of mid-October, 2015

MOTION:

Motion made by Mr. Bless, seconded by Mr. Ventresco to authorize submission of the RCDI grant as presented and to authorize the Executive Director to execute all necessary documents pertaining thereto.

VOTE:

Motion voted on and passed.

11. Authorization to Apply for an Emergency Management Performance Grant:
Mr. Ouellette stated the goals of this project is to lead an emergency management and preparedness project involving Community Organizations Active in Disaster (COAD) volunteers, emergency management staff , and volunteers from our service area communities.

We will organize and form three COADs – St. John Valley, Central Aroostook, and Southern Aroostook in which quarterly meetings will be held. An annual summit will be held in June, 2016. An Emergency Operations Plan and Spontaneous Volunteer Management plan will be prepared. Asset mapping will also be done.

The National COAD conference will be held in Minneapolis, MN in April, 2016 and the Maine Prepares Conference will be held in Augusta, ME in May, 2016.

The total project cost is \$40,000 with a match of \$40,000 through attendance of personnel at quarterly meetings (time and travel); NMDC's use of office space, utilities, phone, etc., and volunteer assistance in the preparation of the emergency operations and volunteer plans.

Filing deadline – Tuesday, September 15, 2015

NMDC Staff:
Joella Theriault

MOTION:

Motion made by Mr. Frederick, seconded by Mr. Bless to authorize submission of the EMP Grant as presented and to authorize the Executive Director to execute all necessary documents pertaining thereto.

VOTE:

Motion voted on and passed.

12. Executive Board Meeting Schedule for 2015-2016:

Mr. Clark reported at the last Finance/Audit-HR combined meeting it was proposed to decrease the amount of times the Executive Board meets from once a month to once every other month unless action is needed on items.

The proposed agenda:

2015:

September 17

October 15 (MMA convention on regularly scheduled day)

2016:

January 14

March 10
May 12
June 23 (Annual Meeting)

MOTION:

Motion made by Ms. Buck, seconded by Mr. Gagne to approve the Executive Board meeting schedule as presented.

Ms. Sutherland expressed her concern with the length of time between the October and the January meetings. She suggested holding the next meeting November 12th. It was noted that November begins daylight savings time and the meeting will start at 12:00 PM~~45~~ after a joint lunch with the Loan Review Committee, ~~which will begin at noon.~~

MOTION:

Motion made by Ms. Sutherland, seconded by Mr. Nadeau to approve the Executive Board meeting scheduled as amended to June 30, 2016.

VOTE:

Motion voted on and passed.

13. Update on MDOL Monitoring and Draw Requests:

Mr. Clark reviewed the results with the Board indicating we requested an extension to respond to the monitoring results as the timeframe from the date of the letter to when they requested our response was a total of 16 business days. During that same timeframe, we also had MEP, Brownfields, SBA, USDOL, National Emergency Grant, and NIST monitorings. Our request was denied. Nevertheless, we met the deadline, but have not received a reply back on our response to their findings, etc.

Mr. Clark discussed each finding or area of concern with the Board.

The MDOL finance team met with us today. They expressed some issues with us which are centered around cost pools. We have eliminated all cost pools and will begin to charge directly to the programs.

MDOL's finance team indicated once all of the draws have been received, they will release \$40,000 of the \$200,000 owed us. Mr. Clark stated we have been having difficulty getting MDOL to respond to us. Commissioner Paquette will be here at the Presque Isle Career Center tomorrow from 10-12:00 to hold a discussion regarding the financial situation. He will be in attendance as will AWWIB CEO Norm Fournier and several AWWIB members. Mr. Clark indicated he feels MDOL will work with us and we will move forward.

He also announced that our satellite offices have been closed with those staff members now working from home. We also have not filled some of the positions that have been vacated. Other staff has picked up the extra duties.

14. Other Business:

a. Appointments to the Aroostook County Tourism Board (ACT):

ACT Chair, Patricia Sutherland stated in 2012 the ACT Board was reorganized. Some terms were for 1 year and some 2 years. There were also some that stepped down from time to time. A complete list of ACT members will be brought before the Executive Board for approval at the November, 2015 meeting, but there are 2 seats to be filled at this time.

It is ACT's recommendation to appoint Kim Smith of Presque Isle, and Jennifer Brophy of Deboullie to the ACT Board.

Ms. Smith works for the Presque Isle Historical Society and brings knowledge in museums, art, and cultural events, etc. She is also a grant proposal writer for the City of Presque Isle and involved in the history of our region.

Ms. Brophy owns Red River Camps and represents North Maine Woods, outdoor activities, lodging, canoeing, etc.

MOTION:

Motion made by Ms. Sutherland, seconded by Mr. Underwood to appoint Kim Smith of Presque Isle Historical Society and Jennifer Brophy from Red River Camps to the ACT Board as presented.

VOTE:

Motion voted on and passed.

15. Executive Director's Report:

- Mr. Clark played NMDC's recent You Tube videos on Bio-Energy and Brownfields.
- NMDC's annual golf outing was held on August 14. Staff extends their appreciation to the Board for the opportunity to hold this 1-day event each year.

16. Adjournment:

There being no further business to discuss, Chair Sirois declared the meeting adjourned at 4:10 p.m.

Respectfully submitted,

Ralph Dwyer

Secretary

RD/jd