

**Northern Maine Development Commission  
Executive Board ZOOM Meeting Minutes of  
June 16, 2022**

**PLACE:** Northern Maine Development Commission and via ZOOM  
**DATE:** June 16, 2022 3:00 p.m.

**Attendance:** Chair Gary Picard, Nancy Ketch, Mitch Butler, David Cyr, Martin Dionne, Norm Fournier, Sandra Fournier, Jim Gardner, Diane Hines, Max Lynds, Cyr Martin, Suzie Paradis, Steve Pelletier, John Sutherland, Patricia Sutherland, Penny Thompson, Nancy Troeger, Donna Turner, and Lana Voisine.

**Others Present:** Trisha House-Senator Collins' Office, Barbara Haslett-Representative Golden's Office, Bob Clark, Judy Dinsmore, Brandon Hussey, Jon Gulliver, Brandon McDonald, and Julie Corey.

1. Call to Order and Introductory Remarks:

Chair Picard brought the meeting to order 3:00 p.m.

2. Approval of Executive Board of Directors Meeting Minutes of April 14, 2022 and May 16, 2022:

MOTION:

Motion made by Mr. Cyr, seconded by Mr. Butler to approve the Executive Board of Directors meeting minutes of April 14, 2022 and May 16, 2022 as presented.

VOTE:

Motion voted on and passed.

3. Approval of the FY 2022-23 Revenue and Expense Budget:

Treasurer N. Fournier, on behalf of the Finance/Audit Committee, indicated the Committee met on June 14<sup>th</sup> with 7 members present. The budget, compensation salary adjustment, and cost of living topics were discussed.

At this time, Treasurer Fournier asked Mr. Hussey to discuss the budget with the Executive Board.

Mr. Hussey discussed the Revenue and Expense Budget explaining Program Income Administration was up, Fees for Service and Packaging has changed and that is due to the towns, and Other Income TA Match is up. This leaves us with a total income of \$3,939,713.

Under Direct Expenses, salaries are up due to hiring of new employees, Benefits and Taxes are up, TA Match is at \$188,001, Interest Expense is at -\$75,000 and the Katahdin Trust note is now paid in full. Total Direct Expenses is \$2,017,045.

Mr. Hussey noted the following are all up: Travel, Lodging, Business Meals, Incidental Expenses, Conference Administration, Workshops, Dues and Subscriptions (due to new software), Supplies and Equipment (due to new staff), and maintenance is the same. Mr. Hussey explained that previously all of the line items were under indirect, but he has broken them out under different line items.

Mr. Clark announced that management has conducted a compensation survey. It was the recommendation of management to provide a cost of living raise each year beginning with 2% on July 1<sup>st</sup>. In the future, NMDC will research what the State of Maine is doing for cost of living increases and ask for the Executive Board's decision as to the percentage.

Treasurer N. Fournier stated management and staff have now recouped all indirect costs from prior years. The organization is a big asset to Aroostook and Washington Counties.

MOTION:

Motion made by Treasurer N. Fournier, seconded by Mr. Dionne to approve the FY 2022-23 Revenue and Expense Budget as presented.

VOTE:

Motion voted on and passed.

4. Report of the Loan Review Committee:

Ms. Corey reported on loans approved/closed/modified under staff authority, and actions taken on loans by the Loan Review Committee.

Loans Under Staff Authority

**Mark & Lisa Savoy**-Cross Lake-Trucking-working capital-approved/closed

**Brett Wilson**-Mapleton-Trucking-working capital-approved/closed

**Jared Tash**-Chester-Logger-moratorium/restructure to seasonal-approved

**Tamara & Lance Lovewell**-Caribou-Coffee Shop-start up working capital-approved

**April & Michael Trott**-Dennysville-Construction-equipment/working capital-approved/closed

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**Parker Brewer**-Littleton-Logger-working capital-approved/closed

**Dustin Pinette**-Wallagrass-Lawn Care-collateral swap/tractor-approved

**JLM Hardware**-St. Agatha-Hardware Store-release of truck-approved

**Dustin Pinette**-Wallagrass-Lawn Care-release truck/swap-approved

**Bubble Tea Café**-Presque Isle-Beverage Café-equipment/working capital/renovation-approved/closed

**Tony Sullivan**-Presque Isle-Governors Restaurant-working capital-approved/closed

**Matt & Tracie Papsadora**-Allagash-Guide Service-equipment-approved

**Adam Peckham**-Limestone-Appliances Repair/Sales-purchase RE/inventory/working capital-approved

**Daniel Robertson**-Caribou-Auto Repair-purchase RE/equipment/working capital-approved/withdrawn

**Clark's Stores**-New Limerick-Convenience Store-subordination on personal residence-approved

**James Desjardins**-Fort Kent-Logger-purchase equipment/working capital-approved

**Mayo Mill Holdings, LLC**-Dover Foxcroft-Multi Use Facility-subordination on business-approved

Actions Taken on Loans by the Loan Review Committee

**Ferris BBQ-Presque Isle**-BBQ Restaurant-RE/renovations/working capital-approved

**Chris Walker**-Ashland-Grocery Store-purchase business-approved

**Big Machias Lake Camps**-Ashland-Sporting Camps-debt restructure/purchase buildings/working capital-approved

**MMB Boutot**-Portage-Convenience Store-debt restructure/inventory-approved

MOTION:

Motion made by Mr. Cyr, seconded by Mr. Butler to approve the Loan Committee's report as presented.

VOTE:

Motion voted on and passed.

5. Annual Meeting Update:

Mr. Clark presented the list of members and officers that will be nominated at the annual meeting.

**2-Year Term:**

Michelle Bernier – St. Agatha

Sandra Fournier – Mapleton

Jim Gardner – Easton

Diane Hines – Reed Plantation

Nancy Ketch – Houlton

Suzie Paradis – Fort Kent

Gary Picard – Madawaska

Patricia Sutherland – Chapman

Penny Thompson – Caribou

Donna Turner – Washburn

Lana Voisine – Wallagrass

**1-Year Term:**

Luke Dyer – Van Buren

James Gerhing – Bridgewater

**Officers for 1-Year Term:**

Chair – Sandra Fournier – Mapleton

Vice-Chair – Suzie Paradis – Fort Kent

Treasurer – Steve Pelletier – St. John Plantation

Secretary – Galen Weibley – Presque Isle

**6. Update on Washington County Office:**

Mr. Clark announced the lease for the office in Washington County is almost finalized. It is hopeful that staff will be hired to begin in July.

Interviews for the loan officer in Washington County will take place on Wednesday. We have received some promising applications for the business advisor position and will be interviewing for that position shortly.

**7. Authorization to Submit an EDA Build to Scale Capital Challenge Application:**

Mr. McDonald stated the goals of the Capital Challenge is to:

1. Create the Aroostook-Washington Capital consortium – an equity capital fund with at least 6 other private investors, businesses, or ecosystem leaders.
2. Grow access to capital for underserved markets – connect at least 40 businesses with investors, deploying a minimum of \$2 million within 2 years.
3. Utilize current momentum with non-traditional capital partners to act as a conduit for the following organizations without physical presence in the AWEDD:
  - Maine Venture Fund
  - Maine Angels
  - Maine Technology Institute

**8. Northern Border Regional Commission Applications:**

Mr. Gulliver stated this is a federal-state partnership for economic and community development within the most distressed counties of Maine, New Hampshire, Vermont, and New York.

The following communities have been funded since 2018:

2021 – Frenchville, Loring, and Danforth

2020 – Fort Fairfield, Ashland

2019 – Madawaska, NMCC

2018 – Presque Isle, Washburn, Mapleton, and SADC

Mr. Gulliver stated NMDC wrote or assisted 13 applications this round. Those being:

Weston, Houlton, Mars Hill and Big Rock, Presque Isle, Caribou, Eagle Lake, Grand Isle, Chapman, Van Buren, Presque Isle Snowmobile Club, Jonesport, and Ludlow.

9. Update on County Broadband Committee:

Mr. Towle reported the committee received ConnectME funds to hire Mission Broadband to develop planning materials to help communities develop more robust Broadband. The committee meets monthly and has five working groups, outreach, legislative, mapping, remote work, and funding.

10. Other Business:

None noted.

11. Executive Director's Report:

- Mr. Clark indicated the Annual Report will be presented at the Annual meeting on June 23<sup>rd</sup> at Lakeview Restaurant in St. Agatha.
- Mr. Clark indicated Craig Lincoln has been hired as the Commercial Loan Assistant. He currently works at CFCU in Mars Hill.
- Mr. Clark announced he will be attending the NADO Conference on Reauthorization of EDA the end of this month.
- Mr. Clark indicated he will be on vacation the last week of July.

12. Adjournment:

There being no further business to conduct, Chair Picard asked for a motion to adjourn the meeting.

MOTION:

Motion made by Mr. Gardner, seconded by Ms. Turner to adjourn the meeting.

VOTE:

Motion voted on and passed.

Meeting adjourned at 3:52 p.m.

Respectfully submitted,

Nancy Troeger  
Secretary

NT/jd