

**Northern Maine Development Commission
ZOOM/In-Person Meeting Minutes
of the Executive Board
November 10, 2022**

PLACE: ZOOM/In-Person Meeting
DATE: November 10, 2022 3:00 p.m.

Attendance: Chair Sandra Fournier, Mitch Butler, David Cyr, Melissa Devoe, Martin Dionne, Norm Fournier, Jim Gardner, Diane Hines, Max Lynds, Steve Pelletier, Patricia Sutherland, Penny Thompson, and Galen Weibley.

Others Present: Trisha House-Senator Collins' Office, Robert Clark, Judy Dinsmore, Brandon Hussey, Jon Gulliver, Dave Spooner, Josh Nadeau, Brandon McDonald, and Craig Lincoln.

1. Call to Order and Introductions:

Chair Sandra Fournier brought the meeting to order at 3:08 p.m.

2. Approval of Executive Board Meeting Minutes of June 16, 2022:

MOTION:

Motion made by Mr. Cyr, seconded by Mr. Pelletier to approve the Executive Board meeting minutes of June 16, 2022 as presented.

VOTE:

Motion voted on and passed.

3. Approval of Executive Board and Loan Committee Joint Meeting Minutes of July 14, August 24, and September 15, 2022 as presented:

MOTION:

Motion made by Ms. Devoe, seconded by Mr. Fournier to approve the Executive Board and Loan Committee joint meeting minutes of July 14, August 24, and September 15, 2022 as presented.

VOTE:

Motion voted on and passed.

4. Report of the Loan Committee:

Mr. Spooner reported the following loans were recommended at today's Loan Committee meeting:

- Adam Littlefield d/b/a Katahdin Valley Motel - Sherman
- Saucier's Market, Inc. – Van Buren
- Kinney Truss, LLC – Easton
- Ian Lawson d/b/a Lawson Building and Rentals - Houlton
- Meghan Dineen d/b/a Skin by Meghan Dineen, LLC – Caribou

He indicated the following loans approved/closed under staff authority were ratified by the Loan Committee at their meeting today.

- Cindy Bouchard-Chiropractor-Caribou-relocation expenses-closed
- Mary Boyles-Spurlock-Food Truck-Van Buren-purchase of vehicle-closed
- CW Plumbing-Lincoln-vehicle & equipment purchase-closed
- Tyler Hews-Woodworking/Floor Care-Caribou-purchase trailer-closed
- Northeastern Supply-HVAC/Heating-Caribou-working capital-closed
- Matthew Papsadora-Sporting Camp-Caribou-vehicle-closed
- Ravenscraft-E Commerce Home Décor-Chapman-purchase engraver/renovations-closed
- Michelle Sprague-Fitness-Houlton-working capital-closed
- Chris Stairs-Lumber Hauling-Caribou-purchase vehicle-closed
- Thrive Body Spa-Caribou-equipment purchase-closed
- April Trott-Restaurant-Eastport-purchase of The Happy Crab-approved
- Wicked North Outdoors-Sporting Camp-Caribou-construction-closed
- Brett Wilson-Trucking-Caribou-truck, working capital-closed

MOTION:

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

VOTE:

Motion voted on and passed.

4.A Loans in Excess of the Loan Committee's Lending Authority

Mr. Spooner indicated the Loan Committee recommended the following loans in excess of the Loan Committee's lending authority.

Adam Littlefield d/b/a Katahdin Valley Motel – Sherman - \$360,000
 James & Jaci LaPoint d/b/a Saucier's Market, Inc. – Van Buren - \$550,000
 Keegan and Kooper Kinney d/b/a Kinney Truss, LLC – Easton - \$1,680,000

MOTION:

Motion made by Mr. Cyr, seconded by Mr. Pelletier to approve the recommendation of the Loan Committee for loans in excess of the Loan Committee's authority.

VOTE:

Motion voted on and passed with Ms. Devoe abstaining.

4.B Adoption of Business Loan Policy:

Mr. Clark discussed this with the Board. He indicated the word "Review" will be taken out of the "Loan Review Committee" title, making it the "Loan Committee" going forward. He discussed the other changes to the Policy. The Policy is attached and made part of these minutes.

MOTION:

Motion made by Mr. Fournier, seconded by Mr. Pelletier to accept the recommendation of the Loan Committee to adopt the Business Loan Policy as presented.

VOTE:

Motion voted on and passed unanimously.

5. Ratification of Service Contracts and Agreements:

Aroostook Band of Mi'kmaq – Administer EDA Grant	\$45,000
Town of Van Buren – Administer NBRC Grant	\$ 4,734
City of Presque Isle – EDA Admin for Airport	<u>\$55,000</u>
TOTAL:	\$104,734

MOTION:

Motion made by Ms. Devoe, seconded by Mr. Pelletier to ratify the service contracts and agreements as presented.

VOTE:

Motion voted on and passed.

6. Authorization to Apply to the Maine Connectivity Authority Regional Broadband Partnership Program in the Amount of \$500,000:

Mr. Gulliver presented on a funding opportunity from the Maine Connectivity Authority to serve as the Regional Broadband Partners coordinator for Aroostook County. Two-year project would fund a position and a half at NMDC and provide stipend funds for partner organizations.

MOTION:

Motion made by Mr. Butler, seconded by Mr. Fournier to authorize the submission of an application to the Maine Connectivity Authority and further authorize the Executive Director to execute all necessary documents pertaining thereto as presented.

VOTE:

Motion voted on and passed.

7. Authorization to Apply for the Maine Economic Recovery Implementation Regional Hub Program in the Amount of \$1,769,850:

Mr. McDonald presented this to the Board indicating we are requesting \$1,769,850 in grant funds to create new services.

Our goal is the Hub and Spoke model. We want to grow access to capital and resources for diverse clients and encourage development for young entrepreneurs through partnerships. We also want to increase partnerships between the spokes. Eastern Maine Development Corporation was awarded 2 contracts for the Eastern Maine and Penobscot

ESAs, NMDC will be the primary spoke in the Eastern Maine ESA because of Washington County.

MOTION:

Motion made by Mr. Dionne, seconded by Ms. Devoe to authorize the submission of an application for the Maine Economic Recovery Implementation Regional Hub program and further authorize the Executive Director to execute all necessary documents pertaining thereto as presented.

VOTE:

Motion voted on and passed.

8. Authorization to Borrow up to \$2,000,000 to Match up to \$10,000,000 from FAME's State Small Business Credit Initiative Program:

Mr. Clark announced we only have USDA, RMAP and Micro Loan funds available to lend out. SSBCI will provide 50% of the total loan amount. We will need 20% match with 30% NMDC, bank and other funds. The match needed is \$2,000,000 that will leverage \$10,000,000 in SSBCI funds. We will draw down monies as needed using bank leverage. We will be soliciting to banks. We have applied for IRP funds which require a small match.

MOTION:

Motion made by Mr. Butler, seconded by Mr. Fournier to authorize the borrowing up to \$2,000,000 and further authorize the Executive Director to execute all necessary documents pertaining thereto as presented.

VOTE:

Motion voted on and passed.

9. Appointments to Standing Committees:

The list of appointments to the Standing Committees was provided to the Executive Board in the board packets.

MOTION:

Motion made by Ms. Devoe, seconded by Mr. Butler to appoint the members of the standing committees as presented.

VOTE:

Motion voted on and passed.

10. Other Business:

A.) Authorization to Apply for the Maine Technology Institute’s Pandemic Relief for an Innovative Maine Economy (PRIME) Ecosystem Grant in the Amount of Approximately \$325,000:

Mr. McDonald reported the funds we will be applying for will be coupled with state MTI money totaling \$500,000 which will be split between Aroostook and Washington counties.

This will provide NMDC with a half time position for 3 years. We will be focusing on agriculture, and precision manufacturing. Washington County will focus on agriculture, and aquaculture.

The goals are:

- Provide an advisor specialized in the 7 Maine Tech Sectors to provide guidance.
- Couple with current staff TA to provide all-encompassing services for start-ups. No more forced travel to Bangor.
- Promote MVF, MTI, and MCE/Top Gun programs locally. Train new advisor to be the contact person for opportunities.

MOTION:

Motion made by Ms. Hines, seconded by Mr. Pelletier to authorize the submission of an application for the MTI PRIME Ecosystem Grant and further authorize the Executive Director to execute all necessary documents pertaining thereto as presented.

VOTE:

Motion voted on and passed.

11. Executive Director’s Report:

- Mr. Clark announced NMDC was awarded the 2022 SBA Leading Micro Lender award for the state of Maine.
- Mr. Clark thanked all of the Veteran’s on our board for their service as we celebrate the Veteran’s Day holiday tomorrow.

12. Executive Session – Human Resource Matters – Pursuant to Title MRSA Section 405 Subparagraph 6.A:

MOTION:

Motion made by Ms. Hines, seconded by Mr. Butler to go into Executive Session to discuss Human Resource Matters.

VOTE:

Motion voted on and passed.

In Executive Session at: 3:58 p.m.

MOTION:

Motion made by Mr. Pelletier, seconded by Mr. Dionne to go back into Open Session.

VOTE:

Motion voted on and passed.

Back in Open Session at: 4:05 p.m.

13. Adjournment:

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

Respectfully submitted,

Galen Weibley
Secretary

GW/jd