

**Northern Maine Development Commission
ZOOM/In-Person Meeting Minutes
of the Executive Board
June 13, 2023**

PLACE: ZOOM/In-Person Meeting
DATE: June 13, 2023 3:00 p.m.

Attendance: Chair Sandra Fournier, Dave Cyr, Martin Dionne, Norm Fournier, Jim Gehring, Nancy Ketch, Max Lynds, Suzie Paradis, Patricia Sutherland, Donna Turner, Galen Weibley and Kevin Bouchard.

Others Present: Robert Clark, Judy Dinsmore, and Athens Sanchez

1. Call to Order and Introductions:

Chair S. Fournier brought the meeting to order at 3:04 p.m. and asked those who were attending in person to hand their travel vouchers in to Ms. Dinsmore.

2. Approval of Executive Board of Directors Meeting Minutes of April 13, 2023:

MOTION:

Motion made by Ms. Sutherland, seconded by Mr. Cyr to approve the Executive Board of Directors meeting minutes of April 13, 2023 as presented.

VOTE:

Motion voted on and passed.

3. Approval of Executive Board of Directors and Loan Committee Joint Meeting Minutes of April 27, 2023; May 11, 2023; and May 25, 2023:

Mr. Cyr noted there was a correction on May 11th minutes indicating it was recommended Thurston & Wong be required to have insurance. Also on the May 25th minutes, Jim Gardner opposed the loan for David Ouellette.

MOTION:

Motion made by Mr. Cyr, seconded by Ms. Paradis to approve the Executive Board of Directors and Loan Committee meeting minutes of April 27, 2023; May 11, 2023; and May 25, 2023 as amended (May 11 and May 25).

VOTE:

Motion voted on and passed.

4. Report of the Finance Audit Committee:

A.) Revenue and Expenditure Statement for the Period Ending March 31, 2023:

Mr. Clark announced Federal Grants is up as we didn't budget for CDFI. State Grants is up due to SSBCI and CDBG. Contract Services is down, but we are catching up as we

are with Fees for Service and Packaging. Other Income will be left for the time being but has been reconciled. Revenues are up 294% over the budget. Travel is up, Professional Fees (RHR Smith) is up, Dues and Subscriptions are allocated for the year, Maintenance is up due to the furnace leaking and needed to be fixed. Cell Phones are up as we needed to purchase phones for our new employees, Electric and Heat are both up, Service Agreements were miscoded and should be under Meetings, Direct Program Expenses is up due to sub-awards, Community Support Projects is down, Other Expenses is just a place holder as we will be getting this corrected in the coming year. Interest Expense – the Line of Credit was used for Business Finance Admin expenses as was Administrative Expenses. The benchmark for the period is 75% and total expenses is 78%.

MOTION:

Motion made by Mr. Dionne, seconded by Ms. Ketch to accept the Revenue and Expenditure statement as presented.

VOTE:

Motion voted on and passed.

B.) 2023-2024 Operating Budget:

Mr. Clark reviewed the Operating Budget with the Board.

Total Federal Revenues - \$964,802 (mostly all of the federal grants have been awarded)

Total State Grants - \$1,392,120 (several have been awarded and waiting on some others that are pending)

Total Service Contracts - \$257,328 (anticipate receiving NBRC, Comp Plans and Zoning Ordinances)

Total Loan Operations - \$1,200,000

Total Membership Dues - \$173,155 (has stayed the same for the last several years)

Total Other – \$200,000 (ERTC and Aroostook Partnership)

AP Pass Through - \$5,000

Total Revenues - \$4,729,928

Mr. Clark reviewed the Expense Assumptions with the Board.

Salaries – Have added 3 new positions: Resident Recruiter, CDBG Project Manager and Business Development Representative. Have applied COLA of 3% and Merit Increase of 3%

Benefits – Applied 38% to salaries

Direct Program Expense

Tourism	\$141,300
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Regional Economic Hub

SADC - \$22,500

CDI - \$12,500

Tribal Set-A-Side - \$15,000

Business Grants - \$250,000

New Ventures Maine - \$5,000

SCORE Maine - \$5,000

TEMPO - \$500

Translation Services - \$3,333

Dedicated Marketing - \$11,323

Subtotal \$325,156

CDS - \$30,000

MCA - \$30,000

Workforce Attraction - \$50,000 \$110,000TOTAL: \$576,456

Mr. Clark stated the Indirect cost is down - \$15,600, we will collect more than spent in the coming year.

MOTION:

Motion made by Mr. Fournier, seconded by Ms. Sutherland to approve the 2023-2024 Operating Budget as presented.

VOTE:

Motion voted on and passed.

5. Ratification of Service Contracts and Agreements:

None noted.

6. Report of Loan Committee:

A.) Appointments to the Loan Committee

Mr. Clark announced it is the recommendation of the Loan Committee to appoint Kimberly Denbow of Houlton who will be replacing Nancy Ketch on the Committee.

Person At Large – Paul Bouchard

Executive Board – Dave Cyr

Executive Board – Melissa Devoe

Executive Board – Martin Dionne

Executive Board – Luke Dyer
 Executive Board – Norm Fournier
 Person At Large – Johanna Johnson
 Executive Board – Jim Gardner
 Person At Large – Beth Henderson
 Person At Large – Ghent Holdsworth
 Person At Large – Robert Lozier
 Executive Board – Max Lynds
 Executive Board – Suzie Paradis
 Executive Board – Steve Pelletier
 Executive Board – Gary Picard
 Person At Large – Ryan Shaw
 Person At Large – Brian Stoliker
 Executive Board – John Sutherland
 Executive Board – Penny Thompson
 Executive Board – Donna Turner
 Executive Board – Galen Weibley

MOTION:

Motion made by Mr. Cyr, seconded by Ms. Sutherland to appoint those listed on the 2023 Committee Appointments list to the Loan Committee as presented.

VOTE:

Motion voted on and passed.

7 Adoption of Revised Organizational Chart:

Mr. Clark reviewed the chart with the Board. He announced we will be interviewing for the Community Development Specialist within the next couple of weeks as well as the Resident Recruiter and Business Development Representative.

MOTION:

Motion made by Mr. Fournier, seconded by Mr. Dionne to adopt the revised organizational chart as presented.

VOTE:

Motion voted on and passed.

8. Appointments to Aroostook County Tourism Board:

Mr. Clark announced the following is the list of ACT Board Members who will need to be appointed.

Dona Saucier – WAGM TV8 – Presque Isle
 Gary Marquis – Parks and Recreation Director – Caribou
 Jennifer Brophy – Red River Camps – Deboullie Township
 Leigh Cummings – Aroostook County Historic and Art Museum – Houlton
 Jane Torres – Houlton Chamber Director

Steve Walker – Vacationland Estates – Island Falls
 Tom Pelletier – North Maine Woods – Ashland

MOTION:

Motion made by Ms. Sutherland, seconded by Mr. Dionne to appoint those listed on the 2023 Committee Appointments list to the ACT Board as presented.

VOTE:

Motion voted on and passed.

9. Form 990 for 2021:

Mr. Clark indicated we must file a tax return every year with the IRS. Copies are available if any of the Board of Directors would like to review it.

10. SBA Microloan Resolution:

Mr. Clark reviewed the Resolution with the Board indicating the authorization to take all action necessary to obtain for and on behalf of the Corporation through the US Small Business Administration Microloan Program in the sum not to exceed \$1,500,000. The loan shall be used to establish a small business revolving loan fund servicing Aroostook, Penobscot, Piscataquis and Washington Counties. The Executive Director and Secretary of NMDC are authorized to execute on behalf of the Corporation all documents required by SBA. Mr. Clark stated this will be our tenth SBA Micro Loan.

11. Election of Board of Directors and Officers:

Mr. Clark reviewed the Executive Board of Directors and Officers.

Two Year Term:

Kevin Bouchard – Fort Fairfield
 Dave Cyr – Frenchville
 Luke Dyer – Van Buren
 Kelly Garrison – Mars Hill
 Jim Gehring – Bridgewater
 Royden Hunt – Island Falls
 Max Lynds – Littleton
 Cyr Martin – Ashland
 Steve Pelletier – St. John Plantation
 John Sutherland – Eagle Lake
 Galen Weibley – Presque Isle

One Year Term:

Kim Denbow – Houlton

Officers for One Year Term:

Chair: Sandra Fournier – Mapleton
Vice-Chair: Suzie Paradis – Fort Kent
Treasurer: Steve Pelletier – St. John Plantation
Secretary: Galen Weibley – Presque Isle

12. Other Business:

None noted.

13. Adjournment:

There being no further business to conduct, Chair S. Fournier declared the meeting adjourned at 3:39 p.m.

Respectfully submitted,

Galen Weibley
Secretary

GW/jd