

**Northern Maine Development Commission  
Executive Board Meeting Minutes of  
June 26, 2025**

**PLACE:** NMDC Office and ZOOM  
**DATE:** June 26, 2025 10:30 a.m.

**Attendance:** Chair Steve Pelletier, Cheryl Clark, Kim Denbow, Martin Dionne, Bill Dobbins, Danny Deveau, Kevin Freeman, Kelly Garrison, Max Lynds, Suzie Paradis, Penny Thompson and Lana Voisine.

**Others Present:** Barbara Hayslett – Congressman Golden’s Office, Trisha House-Senator Collins’ Office, Jordyn Madore – Senator King’s Office, Bob Clark, Judy Dinsmore, Brandon McDonald, Jacob King, Jon Gulliver, and Dave Spooner

**1. Call to Order and Introductions:**

Chair Pelletier brought the meeting to order at 10:32 a.m. He welcomed everyone and asked those who were attending in person to pass in their travel vouchers to Ms. Dinsmore.

**2. Approval of Executive Board of Directors Meeting Minutes of March 13, 2025:**

**MOTION:**

Motion made by Ms. Paradis, seconded by Mr. Dionne, to approve the Executive Board of Directors meeting minutes of March 13, 2025 as presented.

**VOTE:**

Motion voted on and passed.

**3. Approval of Executive Board and Loan Committee Joint Meeting Minutes of May 15, 2025 and May 29, 2025:**

**MOTION:**

Motion made by Mr. Dionne, seconded by Mr. Dobbins to approve the Executive Board and Loan Committee Joint Meeting Minutes of May 15, 2025 and May 29, 2025 as presented.

**VOTE:**

Motion voted on and passed.

**4. Financial Accounting Operations:**

**4A.) Revenue and Expenditure Statement for the Period Ending May 31, 2025**

Mr. King discussed the Revenue & Expenditure Statement.

Revenues Year to Date - \$4,705,650

Expenses Year to Date - \$4,237,276

Agency Balance - \$468,374

Mr. King stated most of the line items are on budget.

**4B.) Balance Sheet for the Period 7/1/2024 to 5/31/2025:**

Mr. King discussed the Balance Sheet.

Total Current Assets - \$5,505,870

Total Notes Receivable, Net of Current Portion- \$28,735,107

Total Fixed Assets - \$218,917

Total Assets - \$34,459,894

Total Liabilities - \$10,055,740

Total Net Assets - \$24,404,154

Total Liabilities and Net Assets - \$34,459,894

**MOTION:**

Motion made by Mr. Lynds, seconded by Mr. Dionne to accept the Revenue and Expenditure Statement and Balance Sheet for the period ending May 31, 2025 as presented.

**VOTE:**

Motion voted on and passed.

**4C.) Adoption of the FY 2025-2026 Operating Budget:**

Mr. King discussed the Operating Budget for FY 2025-26.

Mr. King stated the proposed budget provides for a 2.5% Cost of Living increase and an increase the 403B match from 5 to 7%.

**Operating Plan**

Federal Revenues - \$1,231,092

State Grants - \$1,309,115

Service Contracts - \$571,618

Loan Operations - \$1,700,000

Membership Dues - \$173,155

Aroostook Partnership Workforce Contribution - \$20,000

Total Revenues - \$5,004,980

Proposed expenses, including indirect expenses, totaled \$4,098,085 leaving a surplus of \$1,418,532.

**MOTION:**

Motion made by Mr. Dionne, seconded by Mr. Lynds to adopt the 2025-2026 budget as presented.

**VOTE:**

Motion voted on and passed.

**5. Report of the Loan Committee:**

**5A.) Loans Approved and Closed Under Staff Authority**

Mr. Lincoln reported on the loans approved/closed from 3/12/2025 to 6/20/2025.

Presque Isle Redemption, LLC – Presque Isle – Recycling Equipment  
 H.A.H. Inc. – Presque Isle – Powersports Working Capital  
 Timothy Sides – Sherman – Property Maintenance Equipment  
 Daniel Robertson – Caribou – Towing/Recovery Equipment  
 Heidi Bois – Presque Isle – Hair/Beauty Working Capital  
 NSPT Properties, LLC – Caribou – Pediatric Therapy Purchase R/E  
 MJ Burrow Enterprises, LLC – Caribou – Florist Working Capital  
 Erik Francis – Perry – Fishing Equipment  
 Ouellette Concrete, LLC – Woodland – Concrete Equipment  
 Eastport Fine Wines and Spirits, LLC – Eastport – Eatery Working Capital  
 Christina Turner – Eastport – Airbnb/Travel/Rental purchase R/E  
 Paradise Aesthetics, LLC – Caribou – Beautician Equipment  
 Connie Folsom – Blaine – Child Care Improvements and Working Capital  
 Dana Thompson – Lee – Forestry Working Capital

Total Amount: \$871,859

Loans: 22

Jobs Created or Retained: 38

**MOTION:**

Motion made by Ms. Paradis, seconded by Mr. Dionne to accept the report of the Loan Committee as presented.

**VOTE:**

Motion voted on and passed.

**6. Ratification of Service Contracts and Agreements:**

Mr. Clark indicated the following service contracts and agreements require ratification by the Executive Board:

1.	Presque Isle NBRC Forum Kitchen	\$ 4,800
2.	DECD Housing Opportunity Program	\$129,036
3.	APEX/EMDC Extension for May, 2025	<u>\$ 17,000</u>
	Total Contracts:	\$150,836

**MOTION:**

Motion made by Mr. Freeman seconded by Mr. Lynds to ratify the service contracts and agreements as presented.

**VOTE:**

Motion voted on and passed.

**7. Appointments to the Aroostook County Tourism Board and Chair Position:**

Mr. Gulliver announced the recommended appointments to the Aroostook County Tourism (ACT) Board:

Legh Cummings, Gary Marquis and Jane Torres will remain on the ACT Board. Jen Brophy and Bill Sheehan will be stepping down.

Kristen Cane, Jess Blalok and Leslie Moren are recommended to fill the vacancies.

Kim Smith has indicated she is interested in being ACT Chair as she has been recommended to fill Kevin Freeman's seat on the Executive Board.

**MOTION:**

Motion made by Ms. Paradis, seconded by Mr. Dionne to appoint those recommended to the ACT Board as presented.

**VOTE:**

Motion voted on and passed.

**8. Approval of the Resolution Revising the Operations of the Aroostook County Tourism Board:**

Mr. Clark announced the Aroostook County Tourism resolution has been changed that the ACT Board can only appointment the Vice-chair as the Executive Board appoints the Chair from among its members..

**MOTION:**

Motion made by Mr. Dionne, seconded by Ms. Paradis to approve the Resolution Revising the Operations of the Aroostook County Tourism Board and appoint Kim Smith as Chair of the ACT Board.

**VOTE:**

Motion voted on and passed.

**9. Adoption of the Organizational Management and Support Services Agreement Between Aroostook Partnership and NMDC:**

Mr. Clark stated Aroostook Partnership is a 501(c)6. Their President/CEO will become an employee of NMDC due to the provision of employee benefits. NMDC will also provide office space, cell phone, etc. The AP indirect cost will be contributed. AP staff will abide by our personnel policies. We can use AP for cash match.

**MOTION:**

Motion made by Mr. Lynds, seconded by Mr. Dionne to adopt the services agreement between AP and NMDC as presented.

**VOTE:**

Motion voted on and passed.

**10. Adoption of NMDC Revised Organizational Chart:**

Mr. Clark announced Aroostook Partnership was added as were Brendan Craig NMDC's Business Advisor in our Lincoln office, and Heather Bouchard Business Finance Representative in our Caribou office.

**MOTION:**

Motion made by Ms. Paradis, seconded by Mr. Lynds to adopt the revised organizational chart as presented.

**VOTE:**

Motion voted on and passed.

**11. Market Salary Assessments:**

Mr. Clark stated we researched the wage scales for loan officers around the state and found we were below the scale in our Business Finance Division. Therefore, we will increase the scale as follows:

Senior Commercial Loan Officer:

Starting: \$114,122                      Medium: \$130,051                      High: \$146,969

**MOTION:**

Motion made by Mr. Dionne, seconded by Ms. Paradis to adjust the wage scales as presented.

**VOTE:**

Motion voted on and passed.

**12. Other Business:**

None noted.

**13. Executive Director's Report:**

Mr. Clark announced NMDC was awarded the Lapinski award and a \$25,000 check.

Mr. Clark announced the current generator for the office building needed to be upgraded as it was not able to run everything in the building when the power went out. He stated we have purchased a Generac which was recently installed and will advise us of any issues and will turn everything back on within seconds of the power going out.

**14. Adjournment:**

There being no further business to conduct, Chair Pelletier adjourned the meeting at 11:12 a.m.

Respectfully submitted,

Lana Voisine  
Secretary

LV/jd