

**Northern Maine Development Commission
Executive Board Meeting Minutes of
February 12, 2026**

PLACE: NMDC Office and ZOOM
DATE: February 12, 2026 3:00 p.m.

Attendance: Chair Steve Pelletier, Tracy Boyce, Cheryl Clark, Dave Cyr, Kim Denbow, Danny Deveau, Martin Dionne, Luke Dyer, Sandra Fournier, Aaron Houtari, Max Lynds, Suzie Paradis, Kim Smith, Penney Thompson, Donna Turner, and Gene Bradbury.

Others Present: Trisha House-Senator Collins' Office, Bob Clark, Judy Dinsmore, Brandon McDonald, Jacob King, Jay Kamm, and Craig Lincoln.

1. Call to Order and Introductions:

Chair Pelletier brought the meeting to order at 3:04 p.m. He welcomed everyone and asked those who were attending in person to pass in their travel vouchers to Ms. Dinsmore.

2. Appointment to the Executive Board:

Mr. Clark explained the Town of Woodland has recommended Eugene Bradbury to serve on the Executive Board to represent their town.

MOTION:

Motion made by Mr. Dionne, seconded by Mr. Deveau to appoint Eugene Bradbury to the Executive Board representing the Town of Woodland as presented.

VOTE:

Motion voted on and passed.

3. Approval of Executive Board of Directors and Loan Committee Joint Meeting Minutes of February 2, 2026:

MOTION:

Motion made by Mr. Dionne, seconded by Ms. Fournier to approve the Executive Board of Directors and Loan Committee joint meeting minutes of February 2, 2026 as presented.

VOTE:

Motion voted on and passed.

4. Approval of Executive Board Meeting Minutes of February 2, 2026:

MOTION:

Motion made by Ms. Fournier, seconded by Mr. Dionne to approve the Executive Board of Directors meeting minutes of February 2, 2026 as presented.

VOTE:

Motion voted on and passed.

At this time, Chair Pelletier moved to Agenda Items 10, 11, and 12 in order to accommodate Jay Kamm's schedule.

10. Authorization to Apply for an EPA Brownfields Grant for \$500,000:

Mr. Kamm announced we are requesting \$500,000 over a 4 year period. There will be 4 tasks involved in the Community Wide Assessment.

- Cooperative Agreement Oversight
- Community Engagement
- Phase I and Phase II Assessments (Majority of Funds)
- Reuse Planning

All areas of Aroostook County are eligible. Three to five potential sites needed to be identified. They were:

Target Area #1: Easton Village Center (Census Tract 9517)
 Priority Site #1: Easton Fire Department, 3 Station Road
 Target Area #2: Downtown Van Buren (Census Tract 9502)
 Priority Site #2: Former Convent, 154 Main Street
 Target Area #3: Downtown Eagle Lake (Census Tract 9507)
 Target Site #2: Mercy Home, 3400 Aroostook Road

Mr. Kamm stated they would like to do 11 Phase 1's and 9 Phase 2's.

The University of Connecticut has helped us with this application for free.

MOTION:

Motion made by Mr. Cyr, seconded by Ms. Fournier to authorize the application for an EPA Brownfields Grant as presented and to authorize the Executive Director to execute all necessary documents pertaining thereto.

VOTE:

Motion voted on and passed.

11. Report of the Regional Planning Advisory Committee (RPAC):

Mr. Kamm reported the number of Code Enforcement Officers has gotten fewer over the last few years.

The RPAC is tasked with reviewing the individuals who want to become a Code Enforcement Officer and for which towns.

The requirements to participate are:

- The towns must have a population of less than 4,000 residents
- Must be a member of NMDC
- Need CEO services for roughly 12 (or less) hours per week

Costs:

- NMDC's fee will not exceed what the municipality's current Code Enforcement budget (year 1 only) would be
- Optional services will also be tracked
- Tracked hours will establish a cost baseline for FY28
- Additional services require more CEO time, but may result in more revenue for your community through violation penalties, i.e building without permits, blighted properties, shoreline/floodplain violations

Services to be Offered:

- Licensed building official and plumbing inspector (LPI)
- Guide applicants through the permitting process, calculate applicable fees and perform scheduled inspections
- Shoreland Zoning permitting and enforcement
- Work with each municipality to establish a fee schedule
- Propose updates to municipal fee schedules. Promote regional consistency and realistic fees. Align permit and inspection fees with actual service costs. Shift inspection costs from the town to the applicant

Optional Services (at additional costs):

- Can provide enforcement for blighted properties (based on local ordinance).
- Review assessing documents for non-permitted structures.
- Review Land Use Ordinances. Recommend updates and digitize as needed.
- Review fee schedules and make recommendations to be consistent.
- Can prepare memos on large scale projects for review by the Planning Board on an "as needed" basis.

Permit Management System:

- Reviewing software options to standardize permitting.
- Software must track the entire permitting process, schedule inspections, and generate reports.
 - Standardize to meet the State's housing reporting requirements.
 - Expandable when additional municipalities participate.

The RPAC met to review the concept and recommend implementation to the Executive Board.

MOTION:

Motion made by Mr. Dionne, seconded by Mr. Deveau to accept the report of the RPAC as presented.

VOTE:

Motion voted on and passed.

12. Appointment to the Regional Planning Committee (RPAC):

Mr. Kamm announced the number of representatives in southern Aroostook to serve on the RPAC is low, therefore RPAC recommends Dwayne Young to be appointed to represent the Weston and Orient areas.

MOTION:

Motion by Mr. Dionne, seconded by Ms. Fournier to appoint Dwayne Young to the RPAC as recommended by the Committee.

VOTE:

Motion voted on and passed.

At this time, Chair Pelletier moved back to Agenda Item 5 – Financial Accounting Operations.

5. Financial Accounting Operations:

5A. Revenue and Expenditure Statement for the period ending December 31, 2025

Mr. King stated that overall we are within the budget. There are a few areas we should evaluate/adjust for next year. This includes marketing/advertising due to the Tourism and HUB programs. Travel, lodging, and meal expenses are high due to the OFN conference, which was not previously budgeted for. Year to date is on track to be flat. FY24 to FY25 was the same, and we expect it to continue through FY26. High direct program expense is the result of CDBG Grant revenues being awarded to sub-recipients.

5B. Balance Sheet for the period ending December 31, 2025

In regards to the Balance Sheet, we have high relending cash, and high receivables. We have outstanding federal awards for July 2025 – December 2025. This includes SBA TA, RMAP TA, APEX, MDOT, MOT and DECD. Our Line of Credit is up due to current outstanding receivables.

MOTION:

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

VOTE:

Motion voted on and passed.

5C. 2024-2025 Financial Audit

Mr. King stated we met with the Finance/Audit Committee and our accounting firm RHR Smith to review the 2024-2025 Financial Audit. The consensus of the Finance/Audit Committee was that they accepted the audit on behalf of the Executive Board of Directors.

MOTION:

Motion made by Mr. Deveau, seconded by Mr. Dionne to ratify the Finance/Audit Committee's acceptance of the audit on behalf of the Executive Board of Directors.

VOTE:

Motion voted on and passed.

6.) Ratification of Service Agreements and Contracts:

LDA Digester NBRC for Taste of Maine	\$20,000
PI Utilities District NBRC	\$20,000
Island Falls Timber For Transit NBRC	\$25,000
Lubec Health Center NBRC	\$16,000
PI Airport Timber For Transit NBRC	\$50,000
MITC Domestic Trade Expansion	\$20,000
Caribou Utilities District NBRC	\$20,000
Outdoor Sports Institute Trails NBRC	<u>\$20,000</u>
Total:	\$191,000

7.) Report of the Loan Committee:

Loans Approved and Closed Under Staff Authority and by Loan Committee (10-1 to 12-31, 2025):

Mr. Lincoln announced we have 17 loans in the amount of \$954,610, plus two town loans. This equates to 32.5 jobs created or retained for this period.

Sheltnire, Jack-Stockholm, Storage Facility/Air B&B, Working Capital - Approved
 Brook, Elizabeth-Mapleton, Food Service, Purchase Equipment - Approved
 180 Sealcoating, Inc.-Caribou, Sealcoating, Purchase Equipment - Approved
 Aroostook Embroidery & Design-Presque Isle, Embroidery, Purchase of R&E-Approved
 Theriault Property Mgmt.-Presque Isle, Landscaping, Purchase Equipment-Approved
 AKS Services-Robinston, Landscaping, Purchasing Equipment - Approved
 Thailicious – Millinocket, Food Service, Purchase Equipment - Approved
 Boyce, Albert-Dexter, Air B&B, Renovation of RE - Approved

Clean Slate Services-Madawaska, Car Detailing/Cleaning, Working Capital-Approved
 Ireland, Kenneth "Brock" B-Lincoln, Welding/Fabrication, Purchase Equip-Approved
 Clark, Lacey C-Houlton, Childcare, Refinance Existing Debt - Approved
 Ouellette, Scott G-Sinclair, Trucking, Working Capital - Approved
 Snyder, Wade-Caribou, Storage Facility, Purchase of RE – Approved

MOTION:

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

VOTE:

Motion voted on and passed.

8. Intermediary Relending Program Resolution for \$750,000 and \$150,000 in Match Funds:

Mr. Clark stated this loan will be used to establish a small business revolving loan fund servicing Aroostook, Penobscot, Piscataquis and Washington Counties. The SBA Micro extra funds will be used for the \$150,000 match.

MOTION:

Motion made by Mr. Dionne, seconded by Mr. Cyr to adopt the IRP resolution as presented.

VOTE:

Motion voted on and passed.

9. Resolution for Borrowing up to \$2,000,000 from the Federal Homeland Bank CDFI Advance Program:

Mr. Clark stated that this loan(s) from participating financial institutions through the Federal Home Loan Bank (FHLB) CDFI Advance program, not to exceed \$2,000,000. The loan(s) will be used to establish a small business revolving loan fund servicing Aroostook, Penobscot, Piscataquis, and Washington Counties. This will be at 6.5% and does not require match.

MOTION:

Motion made by Mr. Dionne, seconded by Ms. Fournier to adopt the borrowing resolution as presented.

VOTE:

Motion voted on and passed.

13. Other Business:

Business Finance Five-Year Measures of Growth:

Mr. McDonald reported this outlines the NMDC's five-year growth in lending, highlighting capital deployment and job creation.

5-Year Growth Results

- \$81.5 million capital deployed in Maine
- \$28 million new capital for Northern Maine
- 8,450 jobs created or retained
- 5 new staff members supporting businesses in 4 counties

Capital Deployment Success

- NMDC average interest rate: 5.2% on \$100,000 loan
- Total interest savings compared to other averages:
 - Maine CDFI: \$65,820
 - SBA: \$83,640
 - CDFI: \$86,875
 - Bank: \$125,379

New Loan Funding to NMDC

- SSBCI: \$12 million
- CDFI ERP: \$1.65 million
- EDA CARES Act: \$6.174 million
- SBA Microloan: \$4.5 million
- USDA IRP & RMAP: \$2.25 million

Benchmarking CDFIs under \$50 Million Assets

- NMDC ranked #2 in asset growth among 25 CDFIs
- NMDC holds \$25 million in net assets, ranked #1

Future Directions

- Adjusting loan limits for optimal impact
- Fostering growth in Piscataquis and Penobscot counties
- Enhancing client support for growth and sustainability
- Providing better data and metrics to stakeholders

14. Executive Director's Report:

Mr. Clark announced the Building Improvement Plan outlines current issues, completed work, proposed projects, benefits, and next steps for facility upgrades.

Current Issues

- Furnaces are 25 years old and require frequent repairs
- Windows are also 25 years old, leading to poor energy efficiency
- Sprinkler tanks are deteriorated
- The fuel oil heating system is outdated and costly

Completed Work

- A new generator was installed for \$12,000
- A 1,000-gallon propane tank was installed for \$6,000

Proposed Projects & Costs

- Propane boiler replacement estimated at \$50,000
- Replacement of 84 windows is projected to cost \$208,000
- Replacement of 6 sprinkler tanks estimated at \$38,000
- Total cost of improvements is \$296,000

Benefits

- Improved energy efficiency is expected
- Maintenance costs will be reduced
- Compliance with safety standards will be achieved
- Reliable operation during outages will be ensured

Next Steps

- Board approval is required
- A timeline for implementation needs to be established
- A funding strategy must be developed

Mr. Clark stated the project timeline is:

Sprinkler Tank Replacement – January 2026 to February 2026

Window Replacement – March 2026 to July 2026

Propane Boiler Replacement – January 2026 to March 2026

15. Adjournment:

There being no further business to conduct, Chair Pelletier asked for a motion to adjourn.

MOTION:

Motion made by Mr. Dionne, seconded by Mr. Houtari to adjourn the meeting.

VOTE:

Motion voted on and passed.

Meeting adjourned at 4:07 p.m.

Respectfully submitted,

Lana Voisine
Secretary

LV/jd