

**Northern Maine Development Commission
ZOOM/In-Person Meeting Minutes
of the Executive Board
September 14, 2023**

PLACE: ZOOM/In-Person Meeting
DATE: September 14, 2023 3:00 p.m.

Attendance: Chair Pro-Tem Steve Pelletier, Michelle Bernier, Alan Mulherin, Martin Dionne, Norm Fournier, Jim Gardner, James Gehring, Kim Denbow, Max Lynds, John Sutherland, Patricia Sutherland and Galen Weibley.

Others Present: Pam Eerow-Senator Collins' Office, Robert Clark, Judy Dinsmore, Brandon McDonald, and Athens Sanchez.

1. Call to Order and Introductions:

Chair Pro-Tem Steve Pelletier brought the meeting to order at 3:20 p.m. He welcomed everyone and asked those who were attending in person to pass in their travel vouchers to Ms. Dinsmore.

1-A. Appointment to the Executive Board of Directors:

Mr. Clark announced the Town of Limestone has appointed Alan Mulherin in place of Alvin Lam as their Member Representative.

MOTION:

Motion made by Mr. Gardner, seconded by Mr. Dionne to appoint Alan Mulherin to the Executive Board of Directors as presented.

VOTE:

Motion voted on and passed.

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

MOTION:

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

VOTE:

Motion voted on and passed.

3. Approval of Executive Board of Directors and Loan Committee Joint Meeting Minutes of July 27, 2023:

MOTION:

Motion made by Mr. Dionne, seconded by Ms. Sutherland to approve the Executive board of Directors and loan Committee meeting minutes of July 27, 2023 as presented.

VOTE:

Motion voted on and passed.

4. Revenue and Expenditure Statement for the Period Ending June 30, 2023:

Mr. McDonald reviewed the R&E indicating Federal Grants are down as we couldn't recoup by June 30th. Corrected entries are needed. State Grants are double what was budgeted. Municipal Dues trickle in after the 30th. County Dues are on track. Contract Services are up. Fees for Services is on track. Cash Contributions were budgeted high. Interest Income is on track. Origination Fees are up due to SSBCI. In-Kind Income was not done by June 30th, therefore we will be making a correcting entry. Salaries are down some which is due to letting some go and CDBG employees coming on late. Fringe is down due to the same reason as Salaries. Consultants are up due to hiring Friedman and Associates and KMA HR group. Direct Program Expenses is up due to the County CDBG Microenterprises program. Interest Expenses shows the Line of Credit that was maxed is now paid off. The Net Agency Balance is \$604,286.

MOTION:

Motion made by Ms. Sutherland, seconded by Mr. Fournier to accept the Revenue and Expenditure Statement as presented.

VOTE:

Motion voted on and passed.

5. Ratification of Service Contracts and Agreements:

➤ Van Buren – NBRC	\$ 4,734
➤ Houlton – NBRC	\$ 19,578
➤ Danforth – NBRC	\$ 6,292
➤ Caribou – Comp Plan	\$ 20,000
➤ Houlton Comp Plan	\$ 15,000
➤ LDA: CDBG, NBRC, DEP, CDS	\$ 75,800
➤ Total	\$141,404

MOTION:

Motion made by Mr. Dionne, seconded by Mr. Gardner to ratify the service contracts and agreements as presented.

VOTE:

Motion voted on and passed.

6. Adoption of Revised Organization Chart:

Mr. Clark indicated Aroostook Partnership was removed from the chart. On the left of the chart, Neal Haines, Business Counselor was added. To the right, Community Development Specialist, Kristen Henry was added. For the Resident Recruiter, we will be contracting for this position.

MOTION:

Motion made by Mr. Dionne, seconded by Mr. Weibley to adopt the Organizational Chart as presented.

VOTE:

Motion voted on and passed.

7. Appointments to Aroostook County Tourism Board:

This agenda item was tabled until the next Board meeting.

8. Dues Assessments for 2024-2025:

Mr. Clark stated the largest increase was for the town of Portage. The largest decrease was for Unorganized Townships. Three towns that are not in Aroostook County but have joined are Patten, Danforth and Eastport. Total Dues Assessment for 2024-2025 is \$176,255.

MOTION:

Motion made by Ms. Sutherland, seconded by Mr. Dionne to approve the dues assessments as presented.

VOTE:

Motion voted on and passed.

9. CDFI Recertification Assessment:

A. Approval of Updated Mission Statement:

Mr. Clark announced NMDC staff reviewed the current Mission Statement and felt we have grown out of it and it needed to be modified. He discussed the new verbiage in the Mission Statement and the Vision Statement.

MOTION:

Motion made by Mr. Dionne, seconded by Mr. Fournier to approve the updated Mission Statement as presented.

VOTE:

Motion voted on and passed.

B. Approval of Community Development Strategic Plan:

Mr. Clark indicated Friedman and Associates will be doing the application. Mr. Clark discussed the Target Market and 7 criteria:

Target Market:

- Investment Area – Prequalified Census Tracts
- Rural Communities
- Low-to-Moderate Income Populations

7 Criteria:

- Legal Entity
- Primary Mission
- Financing Entity
- Target Market Services
- Development Services
- Accountability Resident
- Non-Governmental Entity

MOTION:

Motion made by Mr. Gardner, seconded by Mr. Dionne to approve the Community Development Strategic Plan as presented.

VOTE:

Motion voted on and passed.

C. Adoption of Target Market Verification Policy:

Mr. Clark announced NMDC's CDFI-certified Target Markets and what they included:

- Prequalified Investment Area (IA)
- Low-Income Targeted Population (LITP)

MOTION:

Motion made by Mr. Dionne, seconded by Ms. Sutherland to adopt the Target Market Verification Policy as presented.

VOTE:

Motion voted on and passed.

D. Adoption of Organizational Accountability Policy:

Mr. Clark stated NMDC maintains accountability to its Low-Income Targeted Population and Prequalified Investment Area Target Markets through its governing board. Per CDFI guidance, an organization using this approach is deemed accountable if it meets the following criteria:

- Governing board must consist of at least 3 members
- At least one governing board member must be accountable to each proposed Target Market
- At least 33% of the governing and advisory boards, NMDC will adhere to these criteria to ensure it remains accountable to its Target Markets.

MOTION:

Motion made by Mr. Dionne, seconded by Ms. Sutherland to adopt the Organizational Accountability Policy as presented.

VOTE:

Motion voted on and passed.

10. Approval of Aroostook County Tourism (ACT) By-Laws:

Mr. Clark announced there are three changes to the ACT by-laws:

Section 5. Notice of Meetings – Written notice of the ACT Annual Meeting shall be provided to each member of the ACT Board no less than 7 days prior to the date of the meeting. Special meetings will be announced in written form no less than 3 days prior to the date of the meeting.

Section 9. Quorum – At least a majority of members of the ACT Board must be present in order to constitute a quorum for the transaction of business.

Section 14. Meeting Absence – Any member of the ACT Board who misses 50% or more of the scheduled meetings in one year is not eligible for reappointment to the ACT Board.

MOTION:

Motion made by Ms. Sutherland, seconded by Mr. Dionne to approve the ACT by-laws as presented.

VOTE:

Motion voted on and passed.

11. Other Business:

A. Authorization to Apply for \$1,000,000 of USDA IRP Loan:

Mr. Clark announced we can apply for these funds every quarter.

MOTION:

Motion made by Ms. Sutherland, seconded by Mr. Dionne to authorize the Executive Director to apply for \$1,000,000 of USDA IRP loan funds and to execute all necessary documents pertaining thereto:

VOTE:

Motion voted on and passed.

12. Executive Director's Report:

Mr. Clark played the tourism video from WAGM that will be played in the southern markets.

13. Adjournment:

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

MOTION:

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

VOTE:

Motion voted on and passed.

Meeting adjourned at 3:55 p.m.

Respectfully submitted,

Galen Weibley
Secretary

GW/jd