



PORTLAND DEVELOPMENT CORPORATION
Board Meeting

DATE: Thursday, August 17, 2023

TIME: 4:00 PM

LOCATION: This meeting will be held remotely pursuant to the Remote Meeting Policy adopted by the Portland Development Corporation and as authorized under 1 M.R.S. 403-B because of the existence of an emergency or urgent issue that requires the Committee to meet by remote methods. Allow your computer to install the free Zoom app to get the best meeting experience. If you are not able to attend live, a recording will be available in the Agenda Center following the meeting.

The Portland Development Corporation Board meeting is not required to take public comment, and this will continue during remote meetings.

Please click the link below to join the webinar:

<https://portlandmaine-gov.zoom.us/j/82514504962?pwd=bEZRWQ5L25uVE50U3Z4VnQydWNpdz09>

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International numbers available: <https://portlandmaine-gov.zoom.us/j/kcwrZUBLo>

AGENDA

1. President's Comments
2. Review and accept Minutes of June 15, 2023, meeting.
 - a. See attached draft Minutes for review and approval.
3. Review and vote on new loan application from Matcha Mood, 654 Congress Street.
 - a. See confidential Memorandum and backup.

Executive Session: Pursuant to 1 M.R.S.A. 405(6)(F) and 5 M.R.S.A. 13119—A, the Board will go into executive session to discuss proprietary information regarding the above loan application. After the executive session, the Board will vote in public session.
4. Review and possible vote on proposed guidelines for 2023 ARPA funded Microenterprise Grant Program.
 - a. See attached Memorandum and proposed guidelines.
5. Staff update on marketing/outreach.
 - a. See attached marketing tool.
6. Review and discuss updated Post Loan Closing Service Guidelines for feedback and possible vote to adopt.
 - a. See attached Memo and draft proposed Guidelines.

City of Portland Commissions are not required to take public comment under FOAA and our Ordinance is silent regarding the duties of the Commission. The Commission has the discretion to not allow or allow public comment during its meetings, including the authority to limit the duration of comments. Since the Commission makes recommendations to the City Council, public comment is available at that level.

7. Treasurer's Report - June 30, 2023.
 - a. See attached report for:
 - Monthly Administrative Budget Report
 - Cash Management Report
 - Schedule of Loans Receivable
 - Confidential Delinquency Report - **Note:** Pursuant to 1 M.R.S.A. 405(6)(F) and 5 M.R.S.A. 13119-A, the Board may go into executive session to discuss/monitor any of the loans listed on the Report.
8. Other items to be discussed/brought up by Board Directors and/or staff.
9. Next regular meeting date: September 21, 2023.