

Minutes
Portland Development Corporation
Remote Zoom Meeting
Held on October 19, 2023

A remote meeting, via Zoom, of the Portland Development Corporation (PDC) Board of Directors was held at 4:00 p.m. on Thursday, October 19, 2023. Present from the Board of Directors were Directors Krista Cole, Sam Dargan, Eamonn Dundon, James Dowd, Blaine Grimes, Jeff Hicklin, Thomas Mitchell, Kierston Van Soest, and Beverly Werber. Councilor April Fournier, and Danielle West could not be present. Present from the City staff were Interim Housing and Economic Development Director Mary Davis, ARPA Program Manager Kaela Gonzalez, Business Programs Manager Nancy Martin, Associate Counsel Amy McNally, and, Principal Administrative Officer Lori Paulette.

Item #1: Presidents Comments

President Dowd welcomed everyone to the meeting, and summarized the general plan for the meeting. Mr. Dowd acknowledged previous Director Julie Viola for her 5 years of service on the Board in which Ms. Viola thanked everyone for the opportunity and privilege to serve on the Board. Mr. Hicklin was also recognized for his 5 years of service on the Board by Mr. Dowd as this is his last meeting. Mr. Hicklin thanked the Board and City staff for the honor of serving. Mr. Dowd informed the Board of the City Council approval and acceptance of the Annual Report, presented on Monday, October 16, 2023, and highlighted praise offered by the City Mayor.

Item #2: Review and vote on draft meeting Minutes for Board meeting held on September 21, 2023.

On motion made by Ms. Werber, seconded by Ms. Van Soest , the Board voted 7-0-2 (Mr. Mitchell and Mr. Dargan abstained) to accept the Minutes as published.

Item #3: Review and vote on the following applications received for the ARPA

Microenterprise Grant Program - each request is for a \$5,000 grant. 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 grant applications. After the executive session, the Board will vote in public session.

- a) Beppa Brigata LLC (Radici), 52 Washington Ave
- b) 240 Strings, PO Box 10193, 10 Stratton Place
- c) LanguageXS, 9 Lloyd Ave (need to talk w/David)
- d) VAS Property Management, 108 Emery Street
- e) The Maine Project for Fine Art Conservation, 615 Congress Street, Unit 313
- f) NRTG Photography, 341 Cumberland Ave, Apt #8
- g) OratCare Institute of Health, 45 Kellogg Street
- h) ZagOn Beauty LLC, 499 Stevens Ave
- i) Hassoon's LLC (Falafel Time), 1053 Forest Ave
- j) Sit.Stay.Forever LLC, 726 Brighton Ave
- k) Rejoice Cleaning Service, 409 Cumberland Ave, Unit #109
- l) Bliss Body LLC, 81 Market Street
- m) Carter Shappy, 250 Anderson Street
- n) UNO 2 3 DayCare LLC, 1837 Washington Ave
- o) Friends of Congress Square Park, PO Box 5056, 227 Valley Street #2
- p) Lauren Chunias (Underdog Candles), 105 Saint James Street
- q) Beth Clarke LCSW (Clarke Cumberland Counseling), 25 Middle Street
- r) The Proper Cup LLC, 500 Forest Ave
- s) Moonday Coffee LLC, 93 Washington Ave, Unit #1
- t) Thicket Jewelry LLC, 93 Washington Ave, Unit #1
- u) Katie Made Bakery LLC, 181 Congress Street
- v) ReadyGlobal, 795 Congress Street
- w) Haole Ice LLC (Zephyr Ice), 129 Spring Street
- x) Claramunt Group Ltd. Co., 125 Forest Ave #1034
- y) Handshake Bitters LLC, 52 Alder Street, Suite #1
- z) Jennifer Lunden (Author), 74 Grant Street, Unit #2
- aa) Jennifer Lunden (The Center for Creative Healing), 74 Grant Street, Unit #2
- bb) Bright Star World Dance LLC, 108 High Street
- cc) Brems Barrels LLC (CarHop), 10 Dana Street
- dd) Brems Logistics LLC, 667 Congress Street
- ee) Factory 3 LLC, 105 Saint James Street
- ff) Victorieux LLC, 10 Dana Street, Suite 301
- gg) Brems Law LLC, 10 Dana Street
- hh) Community of Immigrants Couples of Maine (Eutrapelia), 100 State Street
- ii) Elizabeth Taylor (Longstocking Design), 34 Exeter Street
- jj) Yardie Ting LLC, 28 Monument Square

- kk) Love Lab Studio LLC, 26 Brackett Street
- ll) Green Hand Bookshop, 661 Congress Street
- mm) Exotic Eats, 28 Monument Square, 2nd Floor
- nn) Language Access Providers, 501 Forest Ave, Suite #123
- oo) TrainRiders Northeast, 500 Forest Ave, Unit #10
- pp) East West Therapeutic Arts, 22 Cushman Street, Suite C
- qq) Coast City Comics and the Fun Box Monster Emporium, 634 Congress Street
- rr) Food For All Services, 151 Walton Street
- ss) Twist LLC, 28 Monument Square
- tt) Hope Harbor, 1375 Forest Avenue, D-11
- uu) YES! Program, 110 Marginal Way, Suite 9515-181
- vv) Burundi Star Coffee, 261 St. John Street
- ww) Learn Around the World Network Inc., 1 Forest Ave, 2A
- xx) Emma B. Garcelon (Woodnote), 20 Sawyer Street, Apt #2
- yy) Rewild Maine, 111 Sheridan Street, #3
- zz) Art of Self Worth LLC, PO Box 8034, 36 Saunders Street
- aaa) Kaleidoscope, 51 Ingersoll Drive
- bbb) Abraxas LLC, 615 Congress Street, Suite #312
- ccc) Waterlily, 26 Milk Street
- ddd) Radical Emprints LLC, 78 Mellen Street, Apt #4
- eee) Tealight Studios LLC, 3 Pleasant Ave, Unit 207

Ms. Van Soest noted a conflict with Proper Cup, LLC.

Mr. Dudon noted a conflict with Friends of Congress Square Park and TrainRiders Northeast.

On a motion made by Ms. Grimes and seconded by Ms. Cole, the Board voted 9-0 to go into executive session at approximately 4:12 p.m. pursuant to 1 M.R.S.A. 405(6)(F) and 5 M.R.S.A. 13119—A to discuss proprietary information regarding the above grant applications. At approximately 5:54 p.m. the Board came out of executive session.

On a motion made by Mr. Hicklin, seconded by Mr. Dundon, the Board voted 7-0-1 (Van Soest abstaining) to approve the grant application from Proper Cup, LLC in the amount of \$5,000.

On a motion made by Mr. Hicklin and seconded by Mr. Dargan, the Board voted 7-0-1 (Dundon abstaining) to approve the grant application from Friends of Congress Square Park and TrainRiders Northeast in the amount of \$5,000 each.

On a motion made by Mr. Hicklin and seconded by Mr. Dargan, the Board voted 8-0 to not approve the grant applications from Beppa Brigata LLC, Jennifer Lunden (writer), ReadyGlobal, Brems Logistics, LLC, Victorieux LLC, Brems Law, LLC, VAS Property Management, and Hope Harbor.

On a motion made by Mr. Dundon and seconded by Mr. Dargan, the Board voted 8-0 to table the grant application from Rewild Maine.

On a motion made by Mr. Dundon and seconded by Mr. Dargan, the Board voted 8-0 to approve all remaining applications with or without conditions for \$5,000 as follows:

- a. 240 Strings
- b. LanguageXS
- c. The Maine Project for Fine Art Cons.
- d. NRTG Photography
- e. OratCare Institute of Health
- f. ZagOn Beauty LLC
- g. Hassoon's llc dba Falafel Time
- h. Sit. Stay. Forever. LLC
- i. Rejoice Cleaning service
- j. Bliss Body LLC
- k. Carter Shappy dba Studio Shappy
- l. Uno 2 3 Day Care LLC (conditions)
- m. ~~Friends of Congress Square Park~~
- n. Lauren Chunias DBA Underdog Candles
- o. Beth Clarke LCSW
- p. ~~The Proper Cup LLC~~
- q. Moonday Coffee LLC
- r. Thicket Jewelry LLC
- s. Katie Made Bakery LLC
- t. Haole Ice LLC dba Zephyr Ice
- u. Claramunt Group Ltd. Co.
- v. Handshake Bitters
- w. Jennifer Lunden dba The Center for Creative Healing
- x. Bright Star World Dance, LLC

- y. Brems Barrels, LLC dba CarHop
- z. Factory 3 LLC
- aa. community of immigrants couples of Maine (Eutrapelia)
- bb. Elizabeth Taylor dba Longstocking Design
- cc. Yardie Ting LLC
- dd. Love Lab Studio LLC
- ee. Green Hand Bookshop
- ff. Exotic Eats
- gg. Language Access Providers
- hh. TrainRiders Northeast
- ii. East West Therapeutic Arts
- jj. Coast City Comics and the Fun Box Monster Emporium
- kk. Food For All Services
- ll. Twist, LLC dba Twirl (conditions)
- mm. YES! To Youth
- nn. Burundi Star Coffee
- oo. Learn Around The World Network, Inc.
- pp. Emma B. Garcelon dba Woodnote
- qq. Art of Self Worth
- rr. Kaleidoscope
- ss. Abraxas (conditions)
- tt. Waterlily
- uu. Radical Emprints
- vv. Tealight Studios

Item #4: Staff Update on marketing/outreach

Ms. Martin highlighted the new marketing outreach program and demonstrated a successful outcome with this new strategy and a recent loan recipient. Ms. Werber asked if the Board would have interest in forming a subcommittee to engage the community and aid with marketing. Ms. Davis summarized the rules regarding public meetings.

Item #5: Treasurer's Report - August 31, 2023

- a) **Monthly Administrative Budget Report**
- b) **Cash Management Report**
- c) **Schedule of Loans Receivable**
- d) **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.**

Item was not taken up by the Board.

Item #6: Other items to be discussed/brought up by Board Directors and/or staff.

Mr. Dowd reminded the Board to share the invitation to the Annual Business Award on November 15, 2023.

Item #7: Next regular meeting date: November 16, 2023.

There being no further business, on motion made by Mr. Hicklin, seconded by Mr. Cole the Board voted unanimously to adjourn at 6:07 p.m.

Respectfully, Kaela Gonzalez