



**PORTLAND DEVELOPMENT CORPORATION**  
**Board Meeting**

**DATE:** Wednesday, June 25, 2025

**TIME:** 12:00 PM

**LOCATION:** This meeting will take place remotely via Zoom.

Please click below to join the webinar.

<https://portlandmaine-gov.zoom.us/j/83913563974?pwd=KTrtnts1DcaSOUAvOwvVAp9TGITuZ.1>

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Webinar ID: 839 1356 3974

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**AGENDA**

1. President's comments
  
2. Review and accept Meeting Minutes
  - a. March 5, 2025 Meeting Minutes
  - b. May 15, 2025 Meeting Minutes
  
3. Review and vote on approval and recommendation to the City Council of the proposed Business Assistance Program (BAP) for Job Creation Grant Guidelines.
  - a. Memorandum for 2025 Business Assistance Program for Job Creation Program

- b. HUD Adjusted CDBG Allocation
  - c. Redlined 2025 Draft BAP Guidelines
  - d. Clean 2025 Draft BAP Guidelines
4. Review and vote on a recommendation for a loan application by Cognitive Community Care LLC, 415 Congress Street, Suite 418.
  - a. **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 proprietary information regarding this loan. After the executive session, the Board will vote in public session.
5. Review and vote on ARPA Microenterprise Grant Application from Babb's Ceramics, 62 Mellen Street.
  - a. **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 review proprietary confidential information associated with these applications):
6. Treasurer's Report - May 2025
  - a. Monthly Administrative Budget Report
  - b. Cash Management Report
  - c. Schedule of Loans Receivable
  - d. Confidential Delinquency Report; update on loan modifications, if any.  
**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.
7. Staff verbal update
8. Other Items to be discussed/brought up by Board Directors
9. Next Regular Meeting Date: July 17, 2025