PORTLAND DEVELOPMENT CORPORATION
Board Meeting

DATE: Thursday, August 20, 2020
TIME: 4:45 PM
LOCATION: The Portland Development Corporation Board meeting is not required to take public comment, and this will continue during remote meetings.

You are invited to a Zoom webinar.
When: Aug 20, 2020 04:45 PM Eastern Time (US and Canada)
Topic: PDC Board Meeting

Please click the link below to join the webinar:
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Webinar ID: 969 3604 0142
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AGENDA

1. President's comments

2. Review and vote on draft meeting Minutes from Board meeting held on August 6, 2020.

    a. See attached draft meeting Minutes.

3. Review and vote on loan application from Driscoll Child Development Center LLC

   a. Confidential memo to Board Directors

      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 of this loan application. After the executive session, the Board will vote in public session.

4. Annual Awards Event Discussion

   a. See attached memo from Nelle Hanig.

5. Confidential Delinquency Report

   a. **Executive Session:** 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 review the Report and monitor loans.

6. Other Items to be discussed/brought up by Board Directors

7. Next Regular Meeting Date: September 17, 2020

Minutes

Portland Development Corporation

Remote Zoom Meeting

Held on August 6, 2020

A remote meeting, via Zoom, of the Portland Development Corporation (PDC) Board of Directors was held at 4:00 p.m. on Thursday, August 6, 2020. Present from the Board were Directors Tim Agnew, Councilor Tae Chong, Tom Dunne, Jeffery Hicklin, Steve Lovejoy (arriving as noted herein), Laura Reading, and Briana Volk. Board Directors James Dowd, Blaine Grimes, Jon Jennings, and Julie Viola could not be in attendance. Present from the City staff were Business Programs Manager Nelle Hanig, Office of Economic Opportunity Liaison Angelina Klouthis, Economic Development Director Greg Mitchell, and Senior Executive Assistant Lori Paulette. Also present were Loan/Grant Underwriters Vin DiCara and David McLaughlin.

Item #1: Zoom Meeting Information

Item #2: President's Comments

Mr. Agnew chaired the meeting in the absence of PDC Board Officers, and then thanked staff and underwriters for their work in compiling the Agenda packet for today's meeting to review 23 COVID-19 Grant and Loan requests.

Item #3: Review and vote on draft meeting Minutes from Board meeting held on July 15, 2020.

On motion made by Councilor Chong, seconded by Mr. Dunne, the Board voted 5-0-1 (Reading Abstained) to accept the Minutes as presented.

Item #4: Review and vote on request from Creative Portland for loan forgiveness.

Councilor Chong said that he would recuse himself from voting on this as he is a member of Creative Portland (CP) Board.

Ms. Hanig updated the Board noting that CP was given a $25,000 loan to assist with renovations at 84 Free Street. To date, CP has paid approximately half of the loan. In addition, as of the first of this year, the two CP employees are now on the City payroll as City employees in the Economic Development Department, with its Executive Director reporting to Greg Mitchell.

Kate Anker, President of the CP Board, thanked this Board for their time. As Ms. Hanig noted, the loan was to assist CP with renovations to 84 Free Street. It offers this space to other local agencies involved in the creative economy, as well as to Economic Development staff during the COVID-19 Pandemic and the current homeless encampment around City Hall.

Mr. Dunne asked about the relationship of CP to the City, and Mr. Mitchell said that CP is a quasi-municipal 501(C)(3) corporation, whose sole incorporator is the City Council. CP manages its own finances and files an annual 990-Form to the IRS. Two employees now in the Economic Development Department (EDD) provide staff support to the CP Board in a similar role to the EDD staff which supports the PDC.

On motion made by Mr. Dunne, seconded by Mr. Hicklin, the Board voted 5-0-1 (Councilor Chong abstained) to forgive the balance of the loan to CP.

<u>Items #5, #6, and #10 NOTE</u>: See confidential backup. There will be no public presentations.

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 Items 5, 6, and 10 on the Agenda. After the executive session, the Board will vote in public session.

<u>#5: Review and vote on COVID-19 Rapid Response Loan applications as follows:</u>

a) **<u>O2 Salon and Spa</u>**
b) **<u>Leeward Restaurant</u>**
c) **<u>Quiero Café</u>**
d) **<u>Little Root Child Care/Hug A Bug</u>**
e) **<u>Maine Art Project for Fine Art Conservation (nonprofit)</u>**
f) **<u>Maine Irish Heritage Center (nonprofit)</u>**

<u>#6: Review and vote on COVID-19 Microenterprise Grants as follows:</u>

a) **<u>Back Cove BBQ and Pizzeria</u>**
b) **<u>Fore River Gallery LLC</u>**
c) **<u>Nova House LLC</u>**
d) **<u>Little Children Play Yard</u>**
e) **<u>Carter Shappy</u>**
f) **<u>Melanie Vangel</u>**
g) **<u>Brandi Lawrence</u>**
h) **<u>Factory 3 LLC</u>**
i) **<u>Red Sea Restaurant</u>**
j) **<u>GSD Home Improvement LLC</u>**
k) **<u>Bloomers Custom Florals LLC</u>**
l) **<u>Timothy Mitchell</u>**
m) **<u>Land of Treasure LLC</u>**
n) **<u>Flowers and Candy LLC</u>**
o) **<u>Niyat Catering</u>**
p) **<u>French and Company</u>**
q) **<u>Tegan Curry Jewelry</u>**

<u>#10: 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 and receive direction on a possible financial partnership to support a multi-family affordable housing project.</u>

Mr. Agnew suggested that the Board go into executive to review and discuss these the above items, after which it would come out of executive session and vote. Further, he requested that the Board take up Item #10 first as Ms. Reading is conflicted out due to her employer being involved in the project. She would rejoin the meeting in executive session after this discussion has taken place to review the grant and loan requests. The Board concurred.

On motion made by Mr. Dunne, seconded by Mr. Chong, the Board voted unanimously at approximately 4:14 p.m. to go into executive session pursuant to 1 M.R.S.A. 405(6)(F) and 5 M.R.S.A. 13119-A to provide direction to staff on Item #10 above, and then to review proprietary information for items #5 and #6 above. (Ms. Reading left the meeting during Item #10, and Mr. Lovejoy joined the meeting at that time. Ms. Reading rejoined the meeting when discussion started for items #5 and #6.) On motion made by Mr. Dunne, seconded by Councilor Chong, the Board voted unanimously to come out of executive session at approximately 5:35 p.m.

COVID-19 Rapid Response Loan Requests

On motion made by Mr. Hicklin, seconded by Mr. Dunne, the Board voted unanimously to extend loans to:

- 02 Salon and Spa
- Leeward Restaurant
- Quiero Café
- Little Root Childcare/Hug a Bug
- Maine Art Project for Fine Art Conservation (non-profit)

On motion made by Mr. Hicklin, seconded by Mr. Lovejoy, the Board voted 6-1 (Dunne) to extend the loan to:

- Maine Irish Heritage Center (non-profit)

COVID-19 Microenterprise Grants

On motion made by Mr. Dunne, seconded by Ms. Volk, the Board voted unanimously to approve the Grants as follows:

- Back Cove BBQ and Pizzeria
- Fore River Gallery LLC
- Nova House LLC
- Little Children Play Yard
- Carter Shappy
- Brandi Lawrence
- Factor 3 LLC
- Red Sea Restaurant
- GSD Home Improvement LLC
- Bloomers Custom Florals LLC
- Niyat Catering
- Tegan Jewelry

On motion made Mr. Hicklin, seconded by Ms. Volk, the Board voted 6-1 (Dunne) to approve a Grant as follows:

- Timothy Mitchell

On motion made by Councilor Chong, seconded by Mr. Hicklin, the Board voted unanimously to defer the grant request pending filing of 2018 Tax Return and obtaining an extension to file 2019 Tax Return to:

- Melanie Vangel

On motion made by Councilor Chong, seconded by Mr. Dune, the Board voted unanimously to deny the Grants as follows:

- Land of Treasure
- Flowers and Candy LLC
- French & Company

Item #7: Review and vote on a proposed budget amendment to move a portion of funds from the COVID-19 BAP (Rehire) Grant Program to the COVID-19 Micro-enterprise Grant Program.

Ms. Hanig described the funds left after approvals and recommended that $80,000 be moved from the COVID-19 BAP (Rehire) Grant Program to the COVID-19 Microenterprise Grant Program, as the latter appears to be generating much greater interest from businesses.

On motion made by Councilor Chong, seconded by Ms. Volk, the Board voted unanimously to move $80,000 as recommended above.

Ms. Hanig queried the Board about a third round of loan/grant applications, particularly whether the Board wanted to amend any program guidelines, and whether to have applications be on a rolling basis through their sunset of 12/31/2020, or whether the Board would like a deadline.

Consensus of the Board was to keep the program guidelines as they are now.

On motion made by Councilor Chong, seconded by Mr. Dunne, the Board voted unanimously to have the third round of applications be on a rolling basis through 12/31/2020.

Item #9: Other Items

Ms. Hanig noted that she has a loan maturing, and it could be ready in time for the Board's regular meeting on August 20th. The Board will be polled to be sure there is a quorum.

On motion made by Councilor Chong, seconded by Mr. Hicklin, the Board then voted unanimously to adjourn the meeting at approximately 6:07 p.m.

Respectfully, Lori Paulette

CITY OF PORTLAND
Economic Development
Gregory A. Mitchell, Director

MEMORANDUM

TO: President Julie Viola and PDC Board Members
FROM: Nelle Hanig, Business Programs Manager
CC: Greg Mitchell, Economic Development Director
DATE: August 14, 2020
RE: PDC/City Annual Business Awards

The purpose of this brief memo is to generate discussion among PDC Board Members on the time schedule for holding the next PDC/City Annual Awards event. Ordinarily, this event would be held in November. However, given the pandemic and the need for social distancing, staff is asking the Board to consider postponing the event until the Spring of 2021.

Going forward, staff finds several benefits to holding the event on a permanent basis in the Spring. November is the beginning of the holiday season and, consequently, often filled with competing events. Further, events at Ocean Gateway are enhanced when there is daylight, giving attendees the opportunity to see the views from the space rather than looking out at blackness, since the sun sets so early in November.

Staff is seeking a consensus from the Board on both postponement of this November's awards event to the Spring of 2021 and, going forward, on holding the event in the Spring on a permanent basis.

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