



PORTLAND DEVELOPMENT CORPORATION
Board Meeting

DATE: Thursday, December 17, 2020

TIME: 4:00 PM

LOCATION:

Please click the link below to join the webinar:

<https://zoom.us/j/91782260106>

Or iPhone one-tap :

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Or Telephone:

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AGENDA

1. President's comments
2. Review and vote on draft meeting Minutes from Board meeting held on November 19, 2020.
 - a. See attached draft meeting Minutes.

- Review and vote on COVID-19 Microenterprise Grant Applications.
NOTE: There will be no public presentation. EXECUTIVE SESSION:
3. 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 for these grant applications. After the executive session, the Board will vote in public session.

- a. Brems Law, LLC - \$5,000
- b. Victorieux, LLC - \$5,000
- c. Car Hop - \$5,000
- d. Field Floral Studio - \$2,500
- e. Mullins Seamless Gutters
- f. Jessica LeVecque Hair - \$5,000
- g. LC Moulton - \$5,000
- h. KLM, LLC
- i. Longstocking Design - \$2,500
- j. East West Therapeutic Arts

- Review and vote on COVID BAP Rehire Grant Application. NOTE: There will be no public presentation. 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 for this grant application. After the executive session, the Board will vote in public session.
- 4.

- a. Holding Hands Home Health Care - \$10,000

- Review and vote on COVID-19 Rapid Response Loan Applications.
NOTE: There will be no public presentation. EXECUTIVE SESSION:
5. 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 for these loan applications. After the executive session, the Board will vote in public session.

- a. Gamage Operating Co. - \$10,000
 - b. Portland Community Squash - \$5,000
 - c. 240 Strings - \$5,000
6. Treasurer's Report 11/30/2020
- a. Monthly Administrative Budget Report
Cash Management Report
Schedule of Loans Receivable
Listing of COVID-19 Loan/Grant Program Applications Approved
Confidential Delinquency Report - **NOTE:** The Board may go into executive session to discuss/monitor any of the loans listed on the Report.
See attached Report.

Minutes
Portland Development Corporation
Remote Zoom Meeting
Held on November 19, 2020

A remote meeting, via Zoom, of the Portland Development Corporation (PDC) Board of Directors was held at 4:00 p.m. on Thursday, November 19, 2020. Present from the Board were Directors Tim Agnew, James Dowd, Tom Dunne, Blaine Grimes, Jeff Hicklin, and Steve Lovejoy. Directors Councilor Tae Chong, Jon Jennings, Laura Reading, and Briana Volk could not be in attendance, as well as Board President Julie Viola. Present from the City staff were Business Programs Manager Nelle Hanig, Economic Development Director Greg Mitchell, and Senior Executive Assistant Lori Paulette. Also present was loan underwriter David Markovchick.

Item #1: President's comments.

Chairing the meeting for President Viola, Ms. Grimes noted that Directors Dunne and Hicklin's terms expired 9/30/2020, however, they can continue to serve until either they are reappointed or their positions are filled. If they would like to re-up, they would need to email Portland City Clerk Kathy Jones and let her know by December 4, 2020.

Item #2: Review and vote on draft meeting Minutes from Board meeting held on September 17, 2020.

On motion made by Mr. Hicklin, seconded by Mr. Dunne, the Board voted unanimously to accept the Minutes as presented.

Item #3: Review and vote to forward FYE2020 PDC Annual Report to the City Council as a communication item.

Mr. Mitchell noted that the Board has reviewed this report at its September 17, 2020 Board meeting without the year-end financial attachment as the City budget process was delayed due to the pandemic. This report now has the year-end financials, and staff is requesting the Board vote to forward this FYE2020 Annual Report to the City Council as a communication.

On motion made by Mr. Dunne, seconded by Mr. Lovejoy, the Board voted unanimously to forward the FYE2020 Annual Report to the City Council as a communication.

Item #4: Review and vote to recommend to the City Council amending the COVID-19 Loan and Grant guidelines to remove the sunset provisions of ending December 31, 2020.

Ms. Hanig advised the Board that it is anticipated that funding will still remain in each program after 12/31/2020. Therefore, staff is recommending the elimination of the sunset provision in all three guidelines to be replaced with termination being when funds run out. Any amendments to the programs will need City Council approval.

Mr. Dowd suggested that there be a certain date, suggesting wording that the programs will sunset 12/31/2021 or until funds run out. The consensus of the Board agreed.

On motion then made by Mr. Dowd, seconded by Mr. Hicklin, the Board voted unanimously to recommend to the City Council amending all three COVID-19 Loan and Grant programs to replace the sunset date from 12/31/2020 to 12/31/2021, or until funds run out.

Item #5: Review and vote on COVID-19 Rapid Response Micro Loan Applications seeking \$10,000 with one exception being \$5,000 for House of Language.

NOTE: See Confidential backup. There will be no public presentation. 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. After Executive Session, the Board will vote in public session.

- a. Portland Dry Cleaners, Inc.
- b. Union Station Wash & Fold
- c. Engility Enterprises, LLC
- d. Sisters Gourmet Deli
- e. House of Language

Item #6: Review and vote on COVID-19 Re-Apply Microenterprise Grants for \$2,500. NOTE: See Confidential backup. There will be no public presentation. 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. After Executive Session, the Board will vote in public session.

- a. Makkah Market
- b. Fore River Gallery LLC
- c. Eddie's Nails
- d. Chez Castel LLC
- e. Factor 3 LLC
- f. Tu Casa
- g. TMC Portland LLC
- h. Red Sea Restaurant

Item #7: Review and vote on COVID-19 New Microenterprise Grants. NOTE:

See Confidential backup. There will be no public presentation. 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. After Executive Session, the Board will vote in public session.

- a. Adventure Marketplace - \$2,500
- b. Sun Bakery & Restaurant LLC - \$2,500
- c. Alice Yardley Maine - \$2,500
- d. C Love Cookie Project LLC - \$2,500
- e. Bright Star World Dance - \$5,000
- f. Papa Clo Grocery Store - \$5,000
- g. Beth Clark - \$5,000
- h. Still Life Studio LLC - \$5,000
- i. Maine Language Connect LLC - \$5,000
- j. Love Lab Studio - \$5,000
- k. Shannon Wong Massage - \$5,000

Item 9(e): Confidential Delinquency Report. NOTE: 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 to discuss/monitor any of the loans listed in the Report.

On motion made by Mr. Agnew, seconded by Mr. Dunne, the Board voted unanimously at 4:15 p.m. to go into executive session for Items 5, 6, 7, and 9(e) as listed above. At approximately 5:02 p.m., Mr. Agnew made a motion to come out of executive session, seconded by Mr. Dunne, and passed unanimously.

Items #5(a) through (e): On motion made by Mr. Dunne, seconded by Mr. Agnew, the Board voted unanimously to approve all COVID-19 Rapid Response loans as recommended by staff and underwriter.

Items 6(a) through (h): On motion made by Mr. Agnew, seconded by Mr. Dunne, the Board voted unanimously to approval all COVID-19 Re-Apply Microenterprise Grant Applications.

Item 7(b) – Sun Bakery & Restaurant LLC - \$2,500. On motion made by Mr. Dowd, seconded by Mr. Dunne, the Board 5-0-1 (Lovejoy abstained) to increase the grant funds to \$5,000.

Items 7(a) and (c) through (k): On motion made by Mr. Dunne, seconded by Mr. Agnew, the Board unanimously to grant funds as noted above, with the exceptions of reducing grant funds to \$2,500 for Maine Language Connect LLC and \$2,500 for Shannon Wong Massage.

Item #8: Review and vote on a proposed budget amendment to move \$83,000 in funds from the COVID-19 BAP (Rehire) Grant Program to the COVID-19 Microenterprise Grant Program.

Ms. Hanig said that the COVID-19 BAP Rehire program is the least popular at this time and has a balance of funds remaining of \$155,000, \$72,000 of which cannot be moved from pre-COVID funding. Staff is recommending that \$83,000 be moved from this fund to the COVID-19 Microenterprise Grant Program (MGP). Based on today's vote, there would be approximately \$45,000 left in MGP.

Mr. Dunne asked if approval by the City Council is necessary, and Ms. Hanig indicated that it was not. CDBG staff would need to sign off on this and they have indicated that they would.

On motion made by Mr. Dunne, seconded by Mr. Dowd, the Board then voted unanimously to approve transferring \$83,000 from the COVID-19 BAP Rehire to the COVID-19 MGP.

Item #9: Treasurer's Report – October 2020

Consensus of the Board was to receive the Report as a communication item.

Mr. Dunne thanked staff and Ms. Grimes for their work in getting the information to the Board and for Ms. Grimes' leadership for this meeting.

Ms. Hanig also wanted to thank the underwriters and staff team for their work. She expects that at the December Board meeting there will also be a number of COVID-19 Loan and Grant applications to review.

On motion then made by Mr. Dunne, seconded by Mr. Lovejoy, the Board voted unanimously to adjourn at 5:16 p.m.

Respectfully, Lori Paulette

**Portland Development Corporation
Preliminary Draft Operating
Report FY2021
For Month Ending
11/30/2020**

Operating transfer from EDF	28,522

Total Funds Available	28,522

		Current	Year to	Percent	
FY20 Expenditures	Budget	Month	Date	of Budget	Balance
Administrative Services	575	23	179	31.1%	396
Postage	300	0	30	10.0%	270
Travel, Training, Meetings	4,000	0	0	0.0%	4,000
Contractual Services	10,500	0	4,733	45.1%	5,767
Operating Transfer to Fin.	9,647	0	0	0.0%	9,647
Advertising	2,000	0	0	0.0%	2,000
Auto Expense Reimb.	100	0	0	0.0%	100
Printing & Binding	650	0	0	0.0%	650
Office Supplies	750	0	150	20.0%	600
Total FY20 Expenditures	28,522	23	5,092	17.9%	23,430

Cash Management Report
11/30/2020 - Preliminary and Subject to Change

	CIP		UDAG	FAME	FAME	Brown-	Brown-	Brown-	TOTAL	Year-to-Date						
	272		271		SSBCI	field 1	field 2	field 3		Principal/Interest						
	272	274	(Unrestricted)	277	279	278-Closeout	280-RLF	281-Assess		CIP		UDAG			278	280
	Restricted	Unrestricted	Loans/Grants							Restric.	Unrestric.	Unrestric.	FAME	SSBCI	Brnflid 1	Brnflid 2
										272	274	271	277	279	278	280
Cash Bal. Beginning of Reporting Mo.	329,807	101,477	501,291	295,268	804,633	422,707	764,204	16,912	3,236,299							
Plus:																
Principal payments received		3,289	5,522	13,218	452	1,677				3,617	12,291	61,402	31,907	1,308	6,739	
Interest payments received from loans		1,231	2,138	5,214	893	301				852	8,499	12,632	33,048	5,773	1,172	109
Interest Income					113	60								795	418	
Other Income/Adjustments																
Pass Through From FAME/SSBCI/EPA																
Sub-Total Cash Available	329,807	105,997	508,951	313,700	806,091	424,745	764,204	16,912	3,270,406	4,469	20,790	74,034	64,955	7,876	8,329	109
Less:																
FAME Annual Admin. Fee; Invoices																
Disbursements - Loans/Grants																
Sub-Total Cash Available:	329,807	105,997	508,951	313,700	806,091	424,745	764,204	16,912	3,270,406							
Less Reserves for:																
Beautification Program (EC0301)			(72,000)													
PEDPIP Fund Commitments thru FY16			(32,767)													
PEDPIP Fund FY18 Commitment			(22,924)													
PEDPIP Fund FY19 Commitment			(15,000)													
Transfers not yet recorded (UDAG Int)			(12,632)													
Fund 280 Reserve for Commitments							(462,504)									
Fund 280 Reserve for Administration							(51,591)	-500								
Total Ending Loan/Grant Cash Bal.	329,807	105,997	353,628	313,700	806,091	424,745	250,109	16,412	2,600,489							

Downtown Portland Corporation
Schedule of Loans Receivable
For the Month Ending November 30, 2020

Cust #	Ln #	Account No. & Name	Date of Loan	Maturity Date	----Committed/Disbursed Funds----			Outstanding Princ. Bal.
					Original Loan	Not Yet Disb.	Total Disb .	
Portland Business Fund 271 (UDAG/Unrestricted):								
7527	1622	320 P St., LLC (Casco Bay Elec.)	5/30/2018	6/1/2028	\$200,000	0	\$200,000	\$126,908
7566	1683	Rosemont Market, Inc.	8/8/2019	9/1/2022	\$150,000	0	\$150,000	\$126,645
7158	1561	Forefront Brick South, LLC	11/18/2016	12/1/2026	\$100,000	\$0	\$100,000	\$72,469
Sub-Total PBF (UDAG)								\$326,021
Portland Business Fund 272 (Restricted - CIP):								
6502	1436	Portland Food Cooperative	6/4/2014	10/1/2021	\$130,000	\$0	\$130,000	\$58,175
Sub-Total PBF (Bonds/CIP Restricted)								\$58,175
Portland Micro Capital Fund 271 (UDAG/Unrestricted):								
5837	1341	Back Bay Skate	9/10/2012	9/1/2017	\$12,500	\$0	\$12,500	\$1,844
6120	1380	Portland Trading Co. LLC	4/26/2013	8/1/2018	\$15,000	\$0	\$15,000	\$10,407
6501	1435	Sur Lie Wine Bar, LLC	5/2/2014	9/1/2021	\$37,335	\$0	\$37,335	\$6,348
7092	1696	Vin Bar, LLC	7/26/2016	9/2/2021	\$50,000	\$0	\$50,000	\$24,982
Sub-Total Micro Capital Fund								\$43,581
Portland Business Fund Fund 274 (CIP/Unrestricted):								
6868	1512	Billdotcom, LLC	8/29/2015	9/1/2022	\$102,500	\$0	\$102,500	\$86,618
7091	1546	Skunk Ape, LLC	7/21/2016	8/1/2023	\$75,000	\$0	\$75,000	\$30,820
7479	1611	On Time Transportation	3/26/2018	4/1/2023	\$10,000	\$0	\$10,000	\$5,573
7554	1664	Quattrucci & Rouda, LLC	3/19/2019	4/1/2029	\$100,000	\$0	\$100,000	\$88,962
Sub-Total PBF (Bonds/CIP Unrestricted)								\$211,973
FAME Fund 277:								
6784	1485	SB & LC Properties, LLC	4/6/2015	5/1/2020	\$101,200	\$0	\$101,200	\$86,807
6973	1524	Auto-Care, LLC	2/5/2016	3/1/2021	\$32,500	\$0	\$32,500	\$23,189
7029	1533	BayCycle	5/13/2016	9/1/2023	\$20,000	\$0	\$20,000	\$9,686
7103	1548	Cakeworks, Inc.	8/5/2016	9/1/2022	\$62,500	\$0	\$62,500	\$56,241
7157	1560	Forefront Brick South, LLC	11/18/2016	12/1/2026	\$250,000	\$0	\$250,000	\$181,173
7276	1580	Union Bagel	6/20/2017	1/1/2021	\$46,000	\$0	\$46,000	\$25,586
6485	1429	Evo Rock & Fitness Portland	4/14/2014	11/1/2024	\$132,954	\$0	\$132,954	\$61,328
7176	1565	Adele Masengo Designs, Inc.	1/6/2017	2/1/2022	\$15,000	\$0	\$15,000	\$8,207
7532	1629	CAG RE, LLC	8/15/2018	9/1/2023	\$50,000	\$0	\$50,000	\$32,340
7553	1661	Maine Family Services	2/8/2019	3/1/2024	\$25,000	\$0	\$25,000	\$17,268
7357	1593	747 Congress LLC	1/25/2017	7/1/2022	\$150,000	\$0	\$150,000	\$120,043
7561	1674	Calendar Sailing Company	5/2/2019	6/1/2024	\$50,000	\$0	\$50,000	\$45,733
7562	1675	Gallery Acquisition Co. Inc.	5/16/2019	6/1/2026	\$75,000	\$0	\$75,000	\$64,305
7564	1681	Above the Line Accounting	8/30/2019	7/1/2024	\$34,000	\$0	\$34,000	\$24,317
7565	1682	Zootility Co.	8/7/2019	9/1/2024	\$150,000	\$0	\$150,000	\$146,119
7567	1699	Quinn's Bardega, LLC	2/10/2020	3/1/2025	\$50,000	\$0	\$50,000	\$48,577
7567	1700	Quinn's Bardega, LLC	10/2/2019	11/1/2024	\$50,000	\$0	\$50,000	\$49,196
Sub-Total FAME Fund								\$1,000,114
FAME SSBCI 279:								
6199	1390	Inn at Diamond Cove LLC	7/10/2013	2/28/2020	\$200,000	\$0	\$200,000	\$145,935
6867	1511	Billdotcom, LLC	8/19/2015	9/1/2022	\$92,500	\$0	\$92,500	\$78,170
7233	1570	KODA, LLC	3/31/2017	4/1/2027	\$100,000	\$0	\$100,000	\$88,369
Sub-Total FAME SSBCI								\$312,473
Brownfields Loan Fund 278 and 280								
6555	1457	Forefront Partners, LP/Fund 278	7/30/2014	2/1/2020	\$200,000	\$0	\$200,000	\$93,621
		Forefront Partners I, LP/Fund 280	4/12/2018	7/12/2028	\$350,000	\$337,504	\$12,496	\$12,406
Sub-Total Brownfields								\$106,027
Grand Total Loans						\$337,504	\$2,881,485	\$2,058,365
Allowance for uncollectable loans at 15%								\$308,755
Total with Allowance for uncollectable loans:								\$1,749,610

COVID-19 PDC Loan and Grant Programs
a/o 11/19/2020

		Budget:	Amount Approved to Date:	Balance:	PDC Moved \$80k from BAP to Micro 8/6/2020	PDC Moved \$83k from BAP to Micro	Reduction by PDC Bd 9/17/2020	Balance
PDC Budget for Rapid Response Loan Program:		\$400,000						
- Reserve for Underwriting:		\$10,000	\$390,000	\$111,500	\$278,500		-\$200,000	\$78,500
PDC Budget for BAP-Rehire Program (available 7/1/2020):		\$77,000	\$77,000	\$5,000	\$72,000			
PDC Budget for CDBG Microenterprise and BAP Grant Program:		\$305,783						
- For BAP:		\$176,565						
Less Reserves for Underwriting and Translation:		-\$13,625						
TOTAL for BAP		\$162,940	\$163,000	\$163,000	\$83,000	\$0		
- For Microenterprise:		\$129,218						
Less Reserves for Underwriting and Translation:		-\$9,218						
TOTAL for Microenterprise:		\$120,000	\$120,000	\$152,500	-\$32,500	\$47,500	\$130,500	

Rapid Response Loan Program		
Loan Approved to:	Date Approved	Amount Approved
Shunk Child Care	6/9/2020	\$10,000
02 Salon and Spa	8/6/2020	\$10,000
Leeward Restaurant	8/6/2020	\$10,000
Quiero Café	8/6/2020	\$10,000
Little Root Childcare/Hug a Bug	8/6/2020	\$10,000
ME Art Project for Fine Art Conservation	8/6/2020	\$6,500
Maine Irish Heritage Center	8/6/2020	\$10,000
TOTALS:		\$66,500

Rapid Response Loan Program		
Loan Approved to:	Date Approved	Amount Approved
Portland Dry Cleaners, Inc.	11/19/2020	\$10,000
Union Station Wash & Fold	11/19/2020	\$10,000
Engility Enterprises, LLC	11/19/2020	\$10,000
Sisters Gourmet Deli	11/19/2020	\$10,000
House of Languages	11/19/2020	\$5,000
TOTALS:		\$45,000

Microenterprise Grant Program		
Grant Approved to:	Date Approved	Amount Approved
Makkah Market	6/9/2020	\$2,500
Inn at Park Spring	6/9/2020	\$2,500
Designs by CC, LLC	6/9/2020	\$2,500
TMC Portland, LLC	6/9/2020	\$2,500
Claramunt Group, Ltd. Co.	7/16/2020	\$2,500
Fleetwood House	7/16/2020	\$2,500
Landlords Best Friend Prop. Mgmt.	7/16/2020	\$2,500
Abraxas, LLC	7/16/2020	\$2,500
Convinced Photography	7/16/2020	\$2,500
Ashley Flowers Yoga	7/16/2020	\$2,500
Nuf Sed	7/16/2020	\$2,500
West End Property Preservation	7/16/2020	\$2,500
Resilience Maine LLC	7/16/2020	\$2,500
Catgut Productions	7/16/2020	\$2,500
No Slack! Sportfishing Charters	7/16/2020	\$2,500
Kendall Hinkley Massage Therapy	7/16/2020	\$2,500
Above & Beyond Home Stages, LLC	7/16/2020	\$2,500
Tu Casa	7/16/2020	\$2,500
Natalie's Nugget	7/16/2020	\$2,500
Coco Cones	7/16/2020	\$2,500
Eddie's Nails	7/16/2020	\$2,500
Waterlily	7/16/2020	\$2,500
Chez Castel, LLC	7/16/2020	\$2,500
Back Cove BBQ and Pizzeria	8/6/2020	\$2,500
Fore River Gallery LLC	8/6/2020	\$2,500
Nova House LLC	8/6/2020	\$2,500
Little Children Play Yard	8/6/2020	\$2,500
Carter Shappy	8/6/2020	\$2,500
Brandi Lawrence	8/6/2020	\$2,500
Factory 3 LLC	8/6/2020	\$2,500
Red Sea Restaurant	8/6/2020	\$2,500
GSD Home Improvement LLC	8/6/2020	\$2,500
Bloomers Custom Florals LLC	8/6/2020	\$2,500
Niyat Catering	8/6/2020	\$2,500
Tegan Jewelry	8/6/2020	\$2,500
Timothy Mitchell	8/6/2020	\$2,500
Totals:		\$90,000

Microenterprise Grant Program		
Grant Approved to:	Date Approved	Amount Approved
Makkah Market Reapply	11/19/2020	\$2,500
Fore River Gallery LLC Reapply	11/19/2020	\$2,500
Eddie's Nails Reapply	11/19/2020	\$2,500
Chez Castel LLC Reapply	11/19/2020	\$2,500
Factory 3 LLC Reapply	11/19/2020	\$2,500
Tu Casa Reapply	11/19/2020	\$2,500
Red Sea Restaurant Reapply	11/19/2020	\$2,500
TMC Portland Reapply	11/19/2020	\$2,500
Adventure Marketplace	11/19/2020	\$2,500
Sun Bakery & Restaurant	11/19/2020	\$5,000
Alice Yardley Maine	11/19/2020	\$2,500
C Love Cookie Project	11/19/2020	\$2,500
Bright Star World Dance	11/19/2020	\$5,000
Papa Cio Grocery Store	11/19/2020	\$5,000
Beth Clarke	11/19/2020	\$5,000
Still Life Studio	11/19/2020	\$5,000
Maine Language Connect	11/19/2020	\$2,500
Love Lab Studio	11/19/2020	\$5,000
Shannon Wong Massage	11/19/2020	\$2,500
Totals:		\$62,500

BAP Re-Hire (from \$77,000 of 7/1/2020)		
Grant Approved to:	Date Approved	Amount Approved
Dock Fore	7/16/2020	\$5,000
Totals:		\$5,000