



PORTLAND DEVELOPMENT CORPORATION
Board Meeting

DATE: Thursday, March 18, 2021

TIME: 4:00 PM

LOCATION:

The Portland Development Corporation Board of Directors will hold a meeting on Thursday, March 18, 2021, at 4:00 p.m. This meeting will take place remotely using Zoom. Virtual meetings are allowed using emergency legislation approved by LD 2167; 1 M.R.S. Section 403A, that authorizes cities and town to conduct meetings online.

Allow your computer to install the free Zoom app to get the best meeting experience. For public comment, you will need to use the "raise your hand" feature. To raise your hand via the telephone, please hit *9. You will be unmuted by the host when it is time for your public comment.

Please click the link below to join the webinar:

<https://zoom.us/j/98802823963?pwd=MFR5K0QyWHZiZ1B4Qk1FOWxxaElndz09>

Passcode: 624570

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Webinar ID: 988 0282 3963

International numbers available: <https://zoom.us/j/98802823963>

AGENDA

1. Zoom Virtual Public Meeting Information

- a. The Portland Development Corporation Board of Directors will hold a meeting on Thursday, March 18, 2021, at 4:00 p.m. This meeting will take place remotely using Zoom. Virtual meetings are allowed using emergency legislation approved by LD 2167; 1 M.R.S. Section 403A, that authorizes cities and town to conduct meetings online.

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2. President's Comments

3. Review and vote on draft meeting Minutes for Board meeting held on January 21, 2021.

- a. See attached draft meeting Minutes.

4. Review and vote on draft meeting Minutes for Board meeting held on February 18, 2021.

- a. See attached draft meeting Minutes.

5. Review and vote to recommend to the City Council proposed amendments to Brownfield Guidelines for Close-Out Funds (Fund 278) and Revolving Loan Fund (Fund 280).

- a. See attached Memo and proposed amendments to Guidelines in redline format.

6. Item 6 NOTE: See confidential backup. There will be no public presentation.

- a. **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 Item 6 on the Agenda. After the executive session, the Board will vote in public session.

Review and vote on COVID-19 Microenterprise Grants as follows:

- Language XS - \$2,500
- Blend Studio - \$5,000
- Abraxas - \$2,500

Review and vote on COVID-19 Rapid Response Loan Application:

- Brick Trust - \$10,000

7. Treasurer's Report - February 2021.

- a. Communication: See attached Treasurer's Report for month ending 2/28/2021:
- Administrative Budget Report
 - Cash Management Report
 - Schedule of Loans Receivable
 - Listing of COVID-19 Loan/Grant Program Applications Approved
 - 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.

Next Regular Meeting Date: April 15, 2021