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