

Minutes
Portland Development Corporation
Remote Zoom Meeting
Held on July 16, 2020

A remote meeting, via Zoom, of the Portland Development Corporation (PDC) Board of Directors was held at 4:00 p.m. on Thursday, July 16, 2020. Present from the Board were its President Julie Viola and Directors Tim Agnew, Councilor Tae Chong, James Dowd, Tom Dunne, Blaine Grimes (arriving as noted herein), Jeffery Hicklin, Steve Lovejoy, Laura Reading, and Briana Volk. Board Director Jon Jennings 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 was Loan/Grant Underwriter Vin DiCara.

Item #1: President's Comments

President Viola noted this meeting is to review applications received for the PDC's COVID-19 Loan and Grant programs. Due to the 20 applications, she suggested delaying a vote on the minutes; Board agreed.

Item #3: Review and vote on COVID-19 Microenterprise Grant applications as follows:

- a) **Claramunt Group, Ltd. Co., 83 Vesper St.**
- b) **Fleetwood House, 10 Fleetwood St.**
- c) **Landlords Best Friend Property Management, 19 Anderson St.**
- d) **Abraxas, LLC, 650 Congress St.**
- e) **Convinced Photography, 93 Morning St.**
- f) **Ashley Flowers Yoga, 3 Fernald St.**
- g) **Nuf Sed, 61 India St.**
- h) **West End Property Preservation, 15 Salem St.**

- i) Resilience Maine LLC, 110 Marginal Way
- j) Catgut Productions, 167 Falmouth St.
- k) No Slack! Sportfishing Charters, 667 Congress St.
- l) Kendall Hinkley Massage Therapy, 615 Congress St.
- m) Above & Beyond Home Stages, LLC, 219 Allen Avenue
- n) Tu Casa, 70 Washington Ave.
- o) Natalies Nugget Nest, 32 Sara Lane
- p) Coco Cones, 28 Monument Sq.
- q) Eddie's Nails, 1283 Congress St.
- r) Waterlily, 26 Milk St.
- s) Chez Castel, LLC, 799 Forest Ave.

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 regarding these grant applications. After the executive session, the Board will vote in public session.

Item #4: Review and vote on COVID-19 Business Assistance Grant Program application as follows:

- a) Dock Fore, 336 Fore St.

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 regarding these loan applications. After the executive session, the Board will vote in public session.

Ms. Hanig said that because the Guidelines were recently amended it has resulted in the City seeing more applications from a variety of businesses – a total of 41, 20 of which are being reviewed today. She noted that Claramunt was denied at the last meeting as being ineligible because of no office in Portland. Because it is an at-home business, it is eligible due to the recent amendments. Ms. Hanig closed by saying that should the Board vote favorably on all applications today, it will still have enough funding available for the remaining applications.

A motion was then made by Mr. Dunne, seconded by Mr. Dowd to go into executive session at approximately 4:15 p.m. pursuant to 1 M.R.S.A. 405(6)(F) and 5 M.R.S.A. 13119-A to review and discuss proprietary of the applications listed above. (Ms. Grimes joined the

meeting at approximately 4:30 p.m.) At approximately 4:45 p.m., the Board came out of executive session.

Mr. Hicklin said that he would recuse himself from voting on the application from Kendall Hinkley Massage Therapy due to a conflict.

Mr. Hicklin then made a motion to approve all of the COVID-19 Microenterprise Grant applications, except for Kendall Hinkley Massage Thereapy. Councilor Chong seconded the motion and it passed unanimously.

Mr. Dunne made a motion to approve the COVID-19 Microenterprise Grant application from Kendall Hinkley Massage Therapy. Councilor Chong seconded the motion and it passed 9-0-1 (Hicklin abstained).

Mr. Dowd made a motion to approve the COVID-19 Business Assistance Grant application from Dock Fore. Councilor Chong seconded the motion and it passed unanimously.

Item #2: Review and vote on draft meeting Minutes from Board meetings held on May 15, 2020, and June 9, 2020.

May 15, 2020 Minutes: Mr. Agnew noted on page 5 it referred to him as Councilor Agnew and requested amending it to Mr. Agnew.

On motion then made and seconded, the Board voted 8-0-2 (Reading and Volk abstained) to accept the Minutes as amended.

June 9, 2020 Minutes: On motion made and seconded, the Board voted 8-0-2 (Councilor Chong and James Dowd abstained) to accept the Minutes as presented.

Other Items to be Discussed/Brought up by Board and/or Staff:

Ms. Hanig noted that in her confidential Memo to the Board, under the heading of “Budget”, the following sentence should be corrected as follows regarding CDBG funding the COVID-19 Microenterprise Grant and COVID-19 BAP Rehire Grant programs: “Funds can be moved from one program to ~~the another~~ with Housing and Community Development staff approval ~~and PDC Board approval moving up to \$56,000 and Council approval to move a greater amount.~~”

Regarding the next Board meeting, Ms. Hanig asked for a show of hands as to who could make an August 6, 4:00 p.m. meeting. There appeared to be a quorum, and Ms. Paulette said she would follow-up with an email to confirm.

On motion made by Councilor Chong, seconded by Mr. Agnew, the Board voted unanimously to adjourn at approximately 5:00 p.m.

Respectfully, Lori Paulette