

Minutes
Portland Development Corporation
Remote Zoom Meeting
Held on August 20, 2020

A remote meeting, via Zoom, of the Portland Development Corporation (PDC) Board of Directors was held at 4:45 p.m. on Thursday, August 20, 2020. Present from the Board was its President Julie Viola, and Directors Tim Agnew, Councilor Tae Chong, James Dowd, Tom Dunne, Steve Lovejoy (arriving as noted herein), and Laura Reading. Directors Blaine Grimes, Jeffery Hicklin, Jon Jennings, and Briana Volk could not be in attendance. 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.

President Viola waived the comments.

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

On motion made by Mr. Agnew, seconded by Mr. Dunne, the Board voted 4-0-2 (Dowd and Viola abstained) to accept the Minutes as presented.

Item #3: Review and vote on loan application from Driscoll Child Development Center, LLC.

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.

President Viola noted that the Board would first hear an introduction by Ms. Hanig, comments by the loan applicant, and then, if no questions from the Board appropriate for public session, the Board would then go into executive session to review proprietary information and then come out of executive session and vote.

Ms. Hanig introduced this loan request noting the applicants, Pastor Idriss Kambeya and his wife Carine Mulamba, are seeking a \$108,000 loan to finance 90% of the purchase price of the Arwo Learning Center located at 1037 Forest Avenue. This Learning Center has been in operation for many years and is licensed to accommodate 80 children from ages 6 months to 6 years. Due to the Pandemic, enrollment has been limited.

(Mr. Lovejoy joined the meeting.)

Pastor Kambeya thanked the Board for their time and provided backgrounds of both himself and his wife. He noted that his wife will work full-time at the child care center, and that for one year, the current Director will stay on board to train his wife, who will also be taking courses for State certification to become the Director within a year.

Mr. Agnew asked if the curriculum would remain the same or change, and Pastor Kambeya indicated that they were not going to change the curriculum.

Councilor Chong noted that child care is difficult now and asked how they will keep afloat, and Pastor Kambeya indicated that they will continue to work with the clientele and promote safety in all that they do.

Ms. Hanig asked about child care payments, and Pastor Kambeya noted that they would be paid on a weekly basis.

Seeing no further questions/comments, Councilor Chong made a motion to go into executive session pursuant to 1 M.R.S.A. 405(6)(F) and 5 M.R.S.A. 13119—A to discuss

proprietary information of this loan application. Mr. Dowd seconded the motion and it passed unanimously at approximately 5:11 p.m.

On motion made by Councilor Chong, seconded by Mr. Dowd, the Board voted unanimously to come out of executive session at approximately 6:15 p.m.

Mr. Dunne made a motion to approve the loan request on the terms and conditions recommended by staff and underwriter, as well as: a) to negotiate with the seller to hold paper on a portion of the \$120,000 sale price of the business; b) for the loan applicants to have a business support system from perhaps SCORE, the Maine Small Business Development Center, or CEI – all of which are free of charge; and, c) a working capital loan from a third party. These conditions will be negotiated at staff's discretion.

Mr. Dowd seconded the motion and it passed unanimously 7-0.

Item #4: Annual Awards Events Discussion

Ms. Hanig said that staff is requesting that, given the current Pandemic state, that this annual event, usually in November each year, be postponed to Spring at this time. The Board concurred.

Item #5: Confidential Loan Delinquency Report 7/31/2020

President Viola noted that she did not recall receiving a Confidential Loan Delinquency Report as of 7/31/2020, and Ms. Hanig said that due to the loan deferrals it was not provided. However, payments are starting up and the Board should have that and the full Treasurer's Report at its next meeting.

President Viola asked if payments, once starting up, would be first applied to interest, and Ms. Hanig answered in the affirmative.

Councilor Chong noted that the Governor today announced a \$200 Million relief fund for grants to small businesses due to the Pandemic and to spread the word.

On motion then made by Councilor Chong, seconded by Mr. Dunne, the Board voted unanimously to adjourn at approximately 6:25 p.m.

Respectfully, Lori Paulette