

Minutes
Portland Development Corporation
Remote Zoom Meeting
Held on April 15, 2021

A remote meeting, via Zoom, of the Portland Development Corporation (PDC) Board of Directors was held at 4:00 p.m. on Thursday, April 15, 2021. Present from the Board were Board President Julie Viola and Directors Tim Agnew, Councilor Tae Chong, James Dowd, Blaine Grimes (arriving as noted), Jeff Hicklin, Jon Jennings, Steve Lovejoy (arriving as noted), Laura Reading, Kierston Van Soest, and Briana Volk. Present from the City staff were Business Programs Manager Nelle Hanig and Senior Executive Assistant Lori Paulette. Also present was Americorps Associate Catherine Flaherty, and loan underwriters David McLaughlin and Vin DiCara.

Item #1: Zoom Meeting Information/No Board Action Required

Item #2: President's comments.

President Viola noted that it is anticipated that the entire Board will be present today.

Item #3: Review and vote on draft meeting Minutes for Board meeting held on March 18, 2021.

On motion made by Councilor Chong, seconded by Mr. Hicklin, the Board voted 9-0 to accept the Minutes as presented, with Ms. Van Soest noting she accepted the Minutes for the portion she was present.

(Mr. Lovejoy joined the meeting at this time.)

Item #4: Review and vote on Brownfields Loan Request (\$250,000) and Brownfield Grant (\$150,000) from Youth and Family Outreach for project at 337

Cumberland Avenue. 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 proprietary information regarding this loan and grant request. After the executive session, the Board will vote in public session.

Ms. Hanig introduced this item noting that Youth and Family Outreach (YFO) is a not-for-profit corporation. In a partnership with the Portland Housing Authority (PHA), YFO and PHA will be redeveloping the property at 337 and 331 Cumberland Avenue. She noted that the project will be mixed use with a 60-unit apartment building and 10,000 sq. ft. child care/education facility on the first floor. YFO is seeking the Brownfield loan and grant to assist with remediation/cleanup of hazardous building materials and urban fill type contaminants in the soil at an estimated cost of \$2 Million. She then introduced Matt Peters representing YFO.

Mr. Peters thanked the Board for their time and consideration of this request, noting that he is the project manager for the development. YFO has owned chapel since 1850, starting as a branch of Portland ministry and is now primarily childcare and early education starting in the 1970's or 1980's.

(Ms. Grimes joined the meeting at this time.)

Mr. Peters continued noting the needs now are additional child care and several community programs. There will be a modest upgrade to the chapel building, and he then described the build-out process at 18 months, building the new building and then moving children into the new building with no interruption in service. It is anticipated that there will be an additional 49 new child care slots at build-out.

Mr. Dowd noted that a new restaurant moved into the former Maria's, and Mr. Peters agreed, noting that they gave them a lease to expire in the Fall 2021.

Ms. Reading asked if the 60-unit apartments would be age restricted and the parking as part of the project, and Mr. Peters noted that it was not age restricted and that parking would be at grade on Portland Street.

Ms. Reading and Ms. Van Soest asked about ownership of the development, and Mr. Peters described the ownership for the Board.

Ms. Reading asked for clarification on remediation and constructions costs, and Mr. Peters and Ms. Hanig provided clarification.

Mr. Dowd asked about the duration of affordable housing, and Mr. Peters noted that 45 years is required, but they are committing 90 years to the City.

Ms. Viola asked if there would be a VRAP at the end, and Mr. Peters answered in the affirmative.

A motion was then made by Councilor Chong, seconded by Mr. Lovejoy, to approve the loan and grant request as recommended by staff and underwriter. President Viola, seeing no further discussion, asked for a vote on the motion and it passed 11-0.

Item #5: 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 Item 5 on the Agenda. After the executive session, the Board will vote in public session.

a. Review and vote on COVID19 Microenterprise Grants as follows:

- Sandstone Therapeutic \$5,000
- Kate Does Hair \$5,000
- GSD Home Improvement \$2,500 Returning Grantee

b. Review and vote on COVID19 Rapid Response Loan Application tabled from previous meeting:

- Brick Trust \$10,000

On motion made by Ms. Grimes, seconded by Councilor Chong, the Board voted unanimously (11-0) to go into executive at 4:30. At approximately 4:37 p.m., the Board came out of executive session.

On motion made by Mr. Dowd, seconded by Mr. Agnew, the Board voted 11-0 to approve the GSD Home Improvement COVID-19 Microenterprise Grant of \$2,500, and approve the COVID-19 Rapid Response Loan request for Brick Trust for \$10,000 as recommended by staff and underwriter.

On motion made by Ms. Van Soest, seconded by Mr. Agnew, the Board voted 10-0-1 (Hicklin abstained) to approve the Sandstone Therapeutic COVID-19 Microenterprise Grant of \$5,000.

On motion made by Mr. Jennings, seconded by Councilor Chong, the Board voted 10-0-1 (Grimes abstained) to approve the Kate Does Hair COVID-19 Microenterprise Grant of \$5,000.

Item #6: Treasurer's Report – March 31, 2021

On motion made by Mr. Lovejoy, seconded by Mr. Agnew, the Board voted 11-0 to approve the Report as presented.

Mr. Agnew asked if there was any update regarding additional SSBCI funding, and Ms. Hanig noted that FAME has been watching this and we will hear from them, but it is looking like it will require high leverage from loan applicants that may preclude many small businesses from applying.

President Viola asked about COVID-19 Loan and Grant Funds going out. Ms. Hanig noted that all of the COVID Rapid Response Loans are incorporated into the Schedule of Loans Receivable once they are closed and begin the monthly payments. Microenterprise

grants are being drawn down weekly. There is approximately \$50,000 left for additional Microenterprise grants.

Mr. Jennings suggested that staff reach out to Jessica Grondin, Communications Director for the City, for a press release regarding the available grant funding.

On motion then made by Mr. Jennings, seconded by Councilor Chong, the Board voted 11-0 to adjourn at approximately 4:54 p.m.

Respectfully, Lori Paulette