Minutes
Portland Development Corporation
Remote Zoom Meeting
Held on June 17, 2021

A remote meeting, via Zoom, of the Portland Development Corporation (PDC) Board of Directors was held at 4:00 p.m. on Thursday, June 17, 2021. Present from the Board were Board President Julie Viola and Directors Tim Agnew, Councilor Tae Chong, James Dowd, Jeff Hicklin, Jon Jennings, and Steve Lovejoy. Board Directors Blaine Grimes, Laura Reading, Kierston Van Soest, and Brian Volk could not be present. Present from the City staff were Acting Director of Housing and Economic Development Mary Davis, Business Programs Manager Nelle Hanig, and Senior Executive Assistant Lori Paulette.

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

Item #2: President's comments.

President Viola waived the comments.

Item #3: Review and vote on draft meeting Minutes for Board meeting held on April 15, 2021.

On motion made by Mr. Jennings, seconded by Councilor Chong, the Board voted 7-0 to accept the Minutes as presented.

Item #4: Purposely left blank.

Item #5: Review and vote on naming Acting Director of Housing and Economic Development, Mary Davis, as the Assistant Secretary to the Portland Development Corporation – Nelle Hanig

On motion made by Mr. Lovejoy, seconded by Mr. Agnew, the Board voted 7-0 to name Mary Davis as Assistant Secretary to the Board.

<u>Item #6: NOTE</u>: 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 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:

a) Thomas Carver Arena (dba Arena Carpentry) - $2,500
b) Lucas Roy (dba The Middle Men) - $2,500

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

a) Dutch's (dba Dutch's Breakfast & Lunch) – 28 Preble Street - $10,000

On motion made by Councilor Chong, seconded by Mr. Agnew, the Board voted 7-0 to go into executive session pursuant to 1 M.R.S.A. 405(6)(F) and 5 M.R.S.A. 13119-A at approximately 4:10 p.m. to discuss proprietary information of the grant and loan applications, as well as the confidential Loan Delinquency Report – part of Item #9 on the Agenda. At approximately 4:16 p.m., the Board came out of executive session.

On motion made by Mr. Agnew, seconded by Mr. Hicklin, the Board voted 7-0 to approve the COVID-19 Microenterprise Grant to Thomas Carver Arena, d/b/a Arena Carpentry, for $2,500.

On motion made by Mr. Hicklin, seconded by Mr. Agnew, the Board voted 7-0 to approve the COVID-19 Microenterprise Grant to Lucas Roy, d/b/a The Middle Men, for $2,500.

On motion made by Mr. Dowd, seconded by Mr. Lovejoy, the Board voted 7-0 to approve the COVID-19 Rapid Respond Loan to Dutch's, d/b/a Dutch's Breakfast & Lunch, for $10,000.

<u>Item #7: Review and vote on proposed amendments to the COVID-19 Microenterprise Grant Program Guidelines – Nelle Hanig</u>

Ms. Hanig noted that applications for COVID-19 Loan and grant programs have subsided a bit. Funds remaining in the COVID-19 Microenterprise Grant Program (MGP) is just under $51,000. Therefore, she is recommending amendments to the MGP guidelines, particularly opening it to businesses that started up after March 15, 2020, changing the definition of a microenterprise to a maximum of three-full time equivalent employees rather than just one, and remove the 12/31/2021 termination date of the program and have it terminate when funds run out which GPCOG also uses.

Mr. Agnew made a motion to forward these proposed amendments to the City Council for approval; Mr. Lovejoy seconded the motion.

President Viola asked if there any questions/discussion.

There was discussion of perhaps having a date as to when businesses might have opened, with consensus being that as long as the business can identify COVID-related issues for the grant funding, that would be sufficient. The Board also discussed possibly having an end date, with consensus that when funds ran out the program would terminate. Ms. Hanig also noted that she anticipated a half dozen businesses will apply as soon as these guidelines are amended.

See no further questions/discussion, President Viola asked for a vote on the motion and it passed 7-0.

Item #8: Review and vote to move COVID-19 Business Assistance Program (BAP) for Job Creation-Rehire Grant Funds to new BAP Grant Program – Nelle Hanig

Ms. Hanig said that staff is recommending to terminate the COVID-19 Business Assistance for Job Creation-Rehire Grant Program and move existing funds of $62,000 from that program to a new BAP, noting the former program proved challenging to utilize. She then noted that the new BAP was awarded $205,000 for FY2022, and with other BAP funds remaining from prior years, the new BAP would have $285,000 that could help 14 to 20 businesses. Guidelines for the new BAP would be brought to the Board at a future meeting.

On motion made by Mr. Hicklin, seconded by Mr. Lovejoy, the Board voted 7-0 to recommend to the City Council termination of the COVID-19 BAP Program and moving those funds to the new BAP, the latter of which does not need Council approval.

Item #9: March 30, 2021 Treasurer's Report

On motion made by Councilor Chong, seconded by Mr. Agnew, the Board voted 7-0 to accept the Report as presented.

On motion made by Mr. Lovejoy, seconded by Councilor Chong, the Board voted 7-0 to adjourn at approximately 4:40 p.m.

Respectfully, Lori Paulette