Minutes
Portland Development Corporation
Remote Zoom Meeting
Held on January 20, 2022

A remote meeting, via Zoom, of the Portland Development Corporation (PDC) Board of Directors was held at 4:00 p.m. on Thursday, January 20, 2022. Present from the Board were Board President Julie Viola and Directors Krista Cole, Eamonn Dundon, Councilor April Fournier, Blaine Grimes, Thomas Mitchell, Kierston Van Soest, and Beverly Werber. Directors who could not attend included James Dowd, Jeff Hicklin, and Danielle West. Present from the City staff were Business Programs Manager Nelle Hanig and Principal Adm. Officer Lori Paulette. Loan underwriters present were Matthew Buonopane and David McLaughlin.

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

Item #2: Presidents Comments

President Viola welcomed new Board members to their first Board meeting, while most of the new Board and current Directors participated in a remote orientation meeting last week. Introductions were then made.

Item #3: Review and vote on draft meeting Minutes for Board meeting held on December 20, 2021.

President Viola noted that with the turnaround in Board Directors, there are not enough Board Directors who were present at that meeting to pass a positive vote of at least four directors. Instead, she asked for a roll call that the Board Directors received the Minutes from the December meeting. All Board members (8-0) acknowledged receipt, with those present at that meeting noting the Minutes looked fine.

Item #4: Review and vote on the following COVID-19 Rapid Response Loan Applications – there will be no public presentation:

a. **Rankin WA LLC - $10,000**

b. **Mayo Street Arts - $5,000**

NOTE: 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 review and discuss proprietary information for these applications; after which the Board will come out of executive session and vote publicly on these applications.

Item #5: Review and vote on the following COVID-19 Microenterprise Grant Applications – there will be no public presentation:

a. **Anne Quigley - $2,500**

b. **33 By Hand - $5,000**

c. **Rejoice Cleaning Services - $2,500**

NOTE: 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 review and discuss proprietary information for these applications; after which the Board will come out of executive session and vote publicly on these applications:

Ms. Hanig described the Rapid Response Loan Program and the Microenterprise Grant Program, particularly for the new Board Directors, and gave a high level overview of the loan and grant applications being reviewed this afternoon.

On motion then made by Ms. Grimes, seconded by Ms. Van Soest, the Board voted 8-0 to go into executive session at approximately 4:20 p.m. pursuant to 1 M.R.S.A. 405(6)(F) and 5 M.R.S.A. 13119-A to review proprietary information of the loan and grant applications noted in #4 and #5 above, as well as to review and monitor the **Confidential Delinquency Report** as listed on the Agenda under Item #6. At approximately 4:45 p.m. the Board came out of executive session.

COVID-19 Rapid Response Loans for Rankin WA, LLC - $10,000, and for Mayo Street Arts - $5,000.

On motion made by Ms. Grimes, seconded by Mr. Dundon, the Board voted 8-0 to approve these two loans on terms and conditions as recommended by staff and underwriters.

COVID-19 Microenterprise Grant Applications from Anne Quigley - $2,500; 33 By Hand - $5,000; and, Rejoice Cleaning Services - $2,500

On motion made by Ms. Van Soest, seconded by Mr. Dundon, the Board voted 8-0 to approve these grants applications in the amounts noted above.

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

On motion made by Ms. Grimes, seconded by Ms. Van Soest, the Board voted 8-0 to accept the Treasurer's Report as presented.

Item #7: Communication Item: Maine Biz Article / COVID-19 Microenterprise Grant Recipient.

Ms. Hanig noted that she wanted to share this with the Board as Thomas Brems was a December 2020 COVID-19 Microenterprise Grant recipient and is doing well with his "CarHop" business.

Item #8: Other Items to be discussed/brought up Board Directors and/or staff.

Ms. Grimes noted that it was a pleasure meeting and working with new Board members; the Board concurred.

Item #9: Next Regular Meeting Date: February 17, 2022

On motion then made by Ms. Van Soest, seconded by Councilor Fournier, the Board voted 8-0 to adjourn at approximately 5:00 p.m.

Respectfully, Lori Paulette