



General Assembly Meeting Minutes Teleconferencing

Friday, February 15, 2013 at 10:00 a.m.

A meeting of the MCDA General Membership was held via teleconferencing on Friday, February 15, 2013. Attending were: Rodney Lynch, Planning Consultant; Tom Martin, HCPC; Tony Levesque, Town of Fort Fairfield; Tim Curtis, Town of Madison; Dan LaPointe, Town of Van Buren, Darryl Sterling, Central Maine Growth Council, Deborah Johnson, Department of Economic and Community Development; Joella R. Theriault, Northern Maine Development Commission and Beverly Gerardi, Senior Program Director, Midcoast Economic Development District. Gail Chase of Kennebec Valley Council of Governments joined the meeting at 10:21 a.m.

1. **Call to Order:** Rodney Lynch, MCDA President, called the meeting to order at 10:07 a.m.
2. **Review November 15, 2012 Meeting Minutes:** Moved by Tony Levesque and seconded by Tom Martin to approve the November 15, 2012 meeting minutes as presented. Approved.
3. **Treasurer's Report:** Rodney Lynch presented the Financial Report for the period ending December 31, 2012. See attached Financial Report. Moved by Darryl Sterling and seconded by Joella Theriault to approve the financial report as presented. Approved.
4. **Report of Committees:**
 - o **Professional Development** –Darryl Sterling will be attending the MMA Affiliate meeting on March 22, 2013. He is working on organizing a May 30, 2013 training session at the Sea Dog Restaurant in Bangor. Proposed training/professional development sessions discussed include-
 - “How To” workshops
 - Proposed Changes to the 2014 CDBG Program Statement
 - Evaluation of Proposed Changes to the 2013 CDBG Program Statement
 - Transportation Alternatives – MAP 21 legislation
 - Panel on MDOT, DEP, EDA, RD projects and funding
 - Maine Real Estate Development Association (MREDA) to speak on economic and demographic forecasting throughout the State of Maine
 - Alternative Financing Sources

Darryl Sterling proposed two sessions: 1) Maine Real Estate Development Association (MREDA) and 2) alternative financing to begin at 8:00 a.m. and conclude at 3:30 p.m. on May 30, 2013. Tony Levesque proposed a “How To” workshop on housing inspections by Mike Baran of Maine State Housing Authority. This could be a day-long session in itself and could be held at a separate training session. Moved by Tony Levesque and seconded by Tom Martin to accept Darryl Sterling’s proposal as outlined and charge non-MCDA members a fee of \$25 for the training sessions with MCDA members to attend free of charge. Approved. Rodney Lynch outlined the menu for the day with a basic breakfast for \$5.97 and dinner of either deli cuts or Italian pasta for \$13.95; unanimous decision to go with Italian pasta. Pre-registration will be required to assure that the \$1,100 program cost is covered. In conjunction with the training session a MCDA business meeting will be held as well.

- Membership – Steve Dyer (Chair) was not in attendance. Current 2013 attendance list is attached.
- Communication and Newsletter – Joella Theriault (Chair) apologized for not having the October-December issue of the Newsletter ready; however it is 95% complete and will be completed as soon as possible. Darryl Sterling will provide information on the professional development training session slated for May 30 in Bangor as well as other articles for inclusion in the next newsletter. Deborah Johnson suggested an article on Efficiency Maine and PACE.
- Advocacy – Dan LaPointe (Chair) reported meeting with the congressional representatives of Sen. Collins' and Rep. Michaud's offices and communicated to them MCDA's position on CDBG. Deborah Johnson will be meeting with Sen. King's office in the near future and will be discussing the CDBG program with his representatives. Dan LaPointe recommended that MCDA revisit issues with the CDBG program after the March 1 deadline of the 'fiscal cliff'. Deborah Johnson suggested we contact our legislative delegation representatives and provide them with success stories of the CDBG program. The Maine delegation is pro-CDBG, but if they have specific success stories to communicate to fellow members, it may be helpful when voting on the CDBG budget.

Tom Martin questioned the infrastructure funding proposed in the President's Budget., Deborah Johnson reported that in past years, additional funding such as the Neighborhood Stabilization Project and the Jobs Act were administered through the CDBG Program, which brought in additional funds. This would give the CDBG program a tremendous amount of funding; however, these funds could be administered through the DEP, USDA Rural Development or the Drinking Water Program.

5. **CDBG Updates from DECD-OCD staff:** Deborah Johnson reported that the submission of Letters of Intent (LOI) via e-mail worked very well. As of this date, there has been in excess of \$6.7 million for the public infrastructure program, 4 LOIs submitted for the Micro-Enterprise Program, 1 LOI for workforce development, 4 LOIs for Downtown Revitalization, and 6 LOIs for Economic Development for an overall total request of \$9,643,994. Other than the Housing Assistance Program with an LOI deadline of March 15, the economic development and workforce development programs are open throughout the program year.
6. **Sketch out the MCDA programs for the Year** – Tentative schedule of MCDA meetings:

April 12, 2013	General Membership Teleconference
May 30, 2013	Professional Development Training Session Sea Dog Restaurant in Bangor and Membership meeting.
October 4 and 5, 2013	MCDA Annual Meeting MMA Convention, Augusta

Joella Theriault suggested another meeting between May and October to follow-up on the May 30th

7. **Other Business:** None
8. **Next Meeting Date: Friday, April 12, 2013.**
9. The meeting adjourned at 10:46 a.m.

Submitted by,

Joella R. Theriault
MCDA Secretary

MAINE COMMUNITY DEVELOPMENT ASSN Statement of Revenues and Expenses For the Twelve Months Ending December 31, 2012							
	BUDGET	ACTUAL		% OF BUDGET	BUDGET \$	PRIOR YEAR ACTUAL	
		MONTH	Y-T-D	REALIZED/ EXPENDED	UNREALIZED/ UNEXPENDED	MONTH	Y-T-D
REVENUES							
40101 INTEREST INCOME	0	2	125	0%	(125)	2	30
40201 MEMBER DUES	0	(1,800)	4,400	0%	(4,400)	(1,300)	3,050
40702 OTHER TRAINING	0	0	0	0%	0	0	5,000
TOTAL REVENUES	0	(1,798)	4,525	0%	(4,525)	(1,298)	8,080
EXPENDITURES							
50201 POSTAGE	0	25	63	0%	(63)	8	48
50202 PRINTING	0	0	0	0%	0	311	311
50203 PHOTOCOPIES	0	9	13	0%	(13)	1	112
50204 SUPPLIES	0	0	1	0%	(1)	0	2
50291 GENERAL MISCELLANEOUS	0	63	902	0%	(902)	450	952
50292 SEMINARS	0	0	1,589	0%	(1,589)	0	3,000
50411 CONTRACT SERVICES - MMA	0	149	1,789	0%	(1,789)	147	1,763
TOTAL EXPENDITURES	0	246	4,357	0%	(4,357)	917	6,188
NET INCOME(LOSS)	0	(2,044)	168	0%	(168)	(2,215)	1,892

MAINE COMMUNITY DEVELOPMENT ASSN
Balance Sheet
December 31, 2012

ASSETS

Current Assets

Checking Account	13,986
------------------	--------

TOTAL CURRENT ASSETS	13,986
-----------------------------	---------------

LIABILITIES & FUND BALANCE

Deferred Revenue	2,600
------------------	-------

Total Liabilities	2,600
-------------------	-------

Fund Balances

Unrestricted Fund Balance	11,386
---------------------------	--------

Total Fund Balances	11,386
---------------------	--------

TOTAL LIABILITIES & FUND BALANCE	13,986
---	---------------

**MCDA 2013 Membership List
as of 01/30/13**

Member Name	Contact Person	Title	Employer	Member Address	City	St	Zip Code	Phone	Email Address
City of Bath	Mr. Justin L. Polier	Community Development Director	City of Bath	55 Front St	Bath	ME	04530-2588	(207) 443-8372	jpulier@cityofbath.com
City of Belfast	Mr. Thomas Kilreside	Economic Development Director	City of Belfast	131 Church St	Belfast	ME	04915	(207) 338-3370 EXT 16	economicdevelopment@cityofbelfast.org
Town of Caswell CES Inc.	Ms Paula Peers	Clerk	Town of Caswell	1025 Van Buren Rd	Caswell	ME	04750-3204	(207) 325-4604	ppeters@caswell.com
	Mr Kevin Gendreau	Marketing Director	CES Inc	PO Box 839	Brewer	ME	04412-0639	(207) 989-4824	kgendreau@ces-maine.com
Mr Stephen Dyer		Senior Project Manager	Ransom Environmental Consultants	400 Commercial St Ste 400	Portland	ME	04101-4660	(207) 772-2891	stephen.dyer@ransomenv.com
City of Ellsworth	Ms Michela Gagnon	City Planner	City of Ellsworth	One City Hall Plaza	Ellsworth	ME	04605	(207) 669-8608	mgagnon@ellisworthmaine.gov
Town of Fort Fairfield	Mr Tony Levesque	Community Development Director	Town of Fort Fairfield	18 Community Center Dr	Fort Fairfield	ME	04742-1193	(207) 472-3805	llevesque@fortfairfield.org
City of Gardiner	Mr Nate Rudy	Director Economic & Community Dev	City of Gardiner	6 Church St	Gardiner	ME	04345-2192	(207) 582-4888	n.rudy@gardinermaine.com
Town of Guilford	Mr. Thomas P Oullette	Town Manager	Town of Guilford	PO Box 355	Guilford	ME	04443-0355	(207) 876-2202	tpoullette@myfairpoint.net
Mr James Q Guilnac		Director	Town of Sanford	917 Main St Ste 300	Sanford	ME	04073	(207) 808-4150	jguilnac@sanfordmaine.org
Hancock County Planning Commission	Mr Thomas E Martin	Executive Director	Hancock County Planning Commission	395 State St	Ellsworth	ME	04605	(207) 667-7131	tmartin@hcopc.org
Town of Houlton	Ms Lori Weston	Community Development Director	Town of Houlton	21 Water St	Houlton	ME	04730-2020	(207) 532-7111	comm.development@houlton-maine.com
Kennebec Valley Council of Governments	Ms Gail M Chase	Comm Develop Manager	Kennebec Valley COG	17 Main St	Fairfield	ME	04937-1119	(207) 453-4258	gchase@kvco.org
Town of Kennebunk	Mr Mathew Eddy	Economic Development Director	Town of Kennebunk	1 Summer St	Kennebunk	ME	04043-6841	(207) 985-4609 EXT 11366	meddy@kennebunkmaine.us
Ms Anne M Krieg		Dir of Planning Economic and Comm Dev	Town of Bridgton	3 Chase St Ste 1	Bridgton	ME	04009-1286	(207) 647-8786	ecodevdir@bridgtonmaine.org
Mr Daniel R LaPointe		Director Community Development	Town of Van Buren	51 Main St Ste 101	Van Buren	ME	04785-1027	(207) 868-3510	LaPointeDan@gmail.com
Lincoln County Regional Planning Commission	Ms Mary Ellen Barnes	Director Economic & Community Dev	Lincoln County Regional Planning Commission	PO Box 268	Wiscasset	ME	04578-0268	(207) 882-5188	mbarnes@crpc.org
Mr Rodney Lynch		Community Development Administrator	Town of Thomaston	123 Summer St	Rockland	ME	04841	(207) 594-7653	roly@me.twcbc.com
Town of Madawaska	Ms Suzie Paradis	Director Economic Development	Town of Madawaska	328 Saint Thomas St Ste 101	Madawaska	ME	04756	(207) 728-3612	sparadis@alhop.com
Town of Madison	Mr Tim Curtis	Community/Econ Dev	Town of Madison	26 Weston Ave	Madison	ME	04950-1230	(207) 696-3971	edc@madisonmaine.com
Maine Development Foundation	Ms Roxanne Eflin	Senior Program Director	Maine Development Foundation	295 Water St Ste 5	Augusta	ME	04330-4643	(207) 626-3117	reflin@mdf.org

**MCDA 2013 Membership List
as of 01/30/13**

Member Name	Contact Person	Title	Employer	Member Address	City	St	Zip Code	Phone	Email Address
Midcoast Economic Development District	Ms Beverly Gerardi	Senior Program Director	Midcoast Economic Development District	PO Box 62	Damariscotta	ME	04543-0062	(207) 370-6045	bgerardi@mcdeedme.org
Maine Rural Partners	Ms Mary Ann Hayes	Executive Director	Maine Rural Partners	14 York Village	Orono	ME	04469-5784	(207) 581-4520	maryann@mainerural.org
Town of Newburgh				2220 Western Ave	Newburgh	ME	04444-4573	(207) 234-2490	newburghmrg@uninets.net
Northern Maine Development Commission	Ms Joella Theriault	Community Development Specialist	Northern Maine Development Commission	11 W Main St Ste 104	Fort Kent	ME	04743	(207) 543-1802	jtheriault@nmde.org
Penquis Community Action Program	Mr Stephen B Mooers	Director of Housing Development	Penquis CAP	262 Harlow St	Bangor	ME	04401-4952	(207) 973-3551	smooers@penquis.org
City of Presque Isle	Mr Kenneth Arndt	Director Planning & Development	City of Presque Isle	12 2nd St	Presque Isle	ME	04769-2459	(207) 760-2727	karnid@presqueisle.me.us
Ms Kelley Race		Program Manager	TRC Engineering	400 Southborough Dr	South Portland	ME	04106	(207) 274-2630	krace@trcsolutions.com
Town of Richmond	Ms Victoria Boundy	Dir of Community and Business Dev	Town of Richmond	PO Box 159	Richmond	ME	04357-0159	(207) 737-4305 EXT 331	director@richmondmaine.com
Ron Harriman Associates	Mr Ronald F Harriman	Owner	Ron Harriman Associates	61 Main St Ste 61	Bangor	ME	04401	(207) 947-8595	grantron@aol.com
Town of Skowhegan	Mr Jeffrey Hewett	Director Community Development	Town of Skowhegan	225 Water St	Skowhegan	ME	04976	(207) 474-6905 EXT 118	jhewet@skowhegan.org
Mr Darryl Sterling		Executive Director	Central Maine Growth Council	50 Elm St	Waterville	ME	04901	(207) 690-7300	dsterling@centralmaine.org
Sunrise County Economic Council	Mr Harold Clossey	Executive Director	Sunrise County Economic Council	PO Box 679	Machias	ME	04630	(207) 255-0983	hdclossey@sunrisecounty.org
TD Bank	Mr Glen Ohlund	Community Dev Manager	TD Bank	5 Commerce Park N	Bedford	NH	03110	(603) 222-9570	glen.ohlund@td.com
Town of Topsham	Mr John Shattuck	Director Economic & Community Dev	Town of Topsham	100 Main St	Topsham	ME	04086	(207) 373-5097	shattuck.office@gmail.com
Washington County Council of Governments	Ms Judy East	Executive Director	Washington County Council of Gov	PO Box 631	Calais	ME	04619-0631	(207) 454-0465	jceast@wccog.net
Woodard & Curran Inc	Mr Brent Bridges	Senior Vice President	Woodard & Curran Inc	41 Hutchins Dr	Portland	ME	04102-1931	(207) 774-2112	bridges@woodardcurran.com
Mr Jonathan C Edgerton PE		Vice President	Wright-Pierce	99 Main St	Topsham	ME	04086	(207) 798-3727	jce@wright-pierces.com