

**MAINE COMMUNITY DEVELOPMENT ASSOCIATION**  
**General Membership Business Meeting**  
**Friday, December 1, 2006**

The Maine Community Development Association held a general membership meeting at the Eastern Maine Development Corporation's Conference Room in Bangor on Friday, December 1, 2006 beginning at 10:00 a.m. Present were:

Christopher Spruce, President	Island Housing Trust
Ron Harriman, Treasurer	Harriman Associates
Al Smith	City of Bath
Steve Dyer, Director	Aquarion Engineering Services
Don Keiser, Director	Town of Houlton
Rodney Lynch, Director	City of Rockland
Tony Levesque	Town of Fort Fairfield
Mike Baran	DECD
Joella R. McBreairty, Secretary	NMDC
Jayda Maher	EMDC
<u>Present via phone were:</u>	
Jim Gulnac, Vice President	Town of Sanford
Mary Walton, Director	City of Caribou
Paul Bernier	Town of St. Agatha

**I. CALL TO ORDER**

C. Spruce called the meeting to order at approximately 10:00 a.m.

**II. REVIEW OF OCTOBER 5, 2006 MEETING MINUTES:**

A motion was made by Jim Gulnac to approve the meeting minutes of October 5, 2006 as presented; seconded by Tony Levesque. The vote was unanimously in favor.

**III. TREASURER'S REPORT:**

Ron Harriman reported that last month's figures were as follows:

Revenues	\$7.00	Expenses: \$280.00	Net Loss: \$273.00
Year-To-Date Revenues:	\$9,244.00	Expenses: \$9,915.00	Fund Balance: \$5,163.00

A motion was made by Tony Levesque to approve the Treasurer's Report; seconded by Don Keiser. The vote was unanimously in favor.

**IV. ESTABLISHING A CALENDAR FOR 2007:**

- **February 16, 2007** **Teleconference**  
(General Membership Meeting)
  
- **April 26 and 27, 2007** **April Training at Lucerne Inn**  
(General Membership Meeting)

DECD has set aside a budget of \$2,000 for this event. MCDA may have to assist with additional expenses if over that amount. Jim Gulnac moved to allow MCDA to expend an amount not to exceed \$2,500; seconded by Paul Bernier. The vote was unanimously in favor. Chris will work with Mike Baran to make all necessary arrangements. A registration form and fee may be needed. The number of registrants will determine the amount of expenses to be spent by MCDA.

- **May 31, and June 1, 2007** **Meeting in “The County”**  
(General Membership Meeting)

The Town of Houlton will host the 2007 Annual Downtown Conference on Friday, June 1, 2007 with its theme “Small Town Success”. MCDA will hold its meeting on the evening of Thursday, May 31, 2007. D. Keiser will check on room availability and rates.

- **August 16, 2007(Tentative)** **Meeting in conjunction with CD Appreciation Day**  
(General Membership Meeting)

DECD will hold a Grant Administrator’s Recertification Class on August 17, 2007.

- **October 3 and 4, 2007** **MMA Convention**  
(General Membership Meeting)

A February 16, 2007 teleconference is planned for 10:00 a.m. to discuss various workshops that could be held in October. Topics discussed included Housing TIF follow-up; housing bond for infrastructure, MITF, and building code workshop.

#### V. ESTABLISHING COMMITTEES FOR 2007.:

- Executive Committee: Chris Spruce, Jim Gulnac, Ron Harriman, Joella R. McBreairty, Mathew Eddy
- Membership Committee: Tony Levesque (Chair), Al Smith, Steve Dyer, Mike Baran
- Professional Development Committee: Jim Gulnac, Cyndy Carney, Chris Spruce, Ron Harriman, Joella R. McBreairty, Matt Eddy
- Finance Committee: Ron Harriman (Chair), Chris Spruce, Jim Gulnac, Joella R. McBreairty, Matt Eddy
- Communications Committee: Mary Walton (Chair), Joella R. McBreairty, Mike Baran, Don Keiser
- Advocacy Committee: Chris Spruce (Chair), Ryan Pelletier, Al Smith, Chris Shrum

#### VI. APPOINTMENT OF A LIAISON REPRESENTATIVE TO COSCDA/DECD:

J. Gulnac moved to have the Executive Committee appoint, on an annual basis, the representative to serve as a liaison to DECD as well as attend the COSCDA meeting. The liaison would serve from December to December each year. The liaison representative to be chosen based on the qualifications of a job description as prepared by Tony Levesque. The motion was seconded by Al Smith and the vote was unanimously in favor.

Following a discussion, R. Harriman moved to appoint Tony Levesque as the 2007 representative; seconded by D. Keiser. Motion made by M. Baran to cease nominations; seconded by A. Smith. The vote was unanimously in favor.

#### VII. 2007 CDBG PROGRAM STATEMENT:

The 2007 budget of \$10,500,000 has not yet been finalized by HUD. DECD is preparing to award project funding for all programs based on this conservative amount. Should HUD provide additional funding, DECD will make further awards in the housing and downtown activities.

- ✓ Fifteen (15) Letters of Intent for the Public Facility and Public Infrastructure Programs were received. M. Baran stated that these letters were received geographically and DECD was going through the process of eligibility. The deadline for the Letters of Intent was 4:00 p.m. on December 1, 2006.
- ✓ The Economic Development application packets should be up on the website sometime next week. There will be a pre-application and an application phase. This process allows DECD to work more closely with communities.

#### VIII. OTHER:

- a. Critical Access Ramp Program. M. Baran informed MCDA members of the work being done on this program. DECD used \$6,000 of CDBG funds to match other funding sources and is currently working with ALPHA ONE to install ramps. To date 14 ramps have been installed. ALPHA ONE is looking at submitting an application for a public service grant. The purpose of the grant would be to form a statewide advisory board. They are currently looking for a host community to apply on their behalf.
- b. MMA Contract: Motion by M. Baran to accept the contract as presented; seconded by D. Keiser. The vote was unanimously in favor.
- c. Renewal Letters. T. Levesque presented a concern regarding the appointment of an individual vs. a community as the member for MCDA. The consensus of the MCDA members is that the Membership Committee should work towards clarifying the renewal policies and procedures for review at the next MCDA Meeting.

The next meeting is scheduled for Friday, February 16, 2006 at 10:00 a.m. via teleconference.

The meeting adjourned at 11:40 a.m.

Submitted by,

Joella R. McBreairty  
Secretary