



**MINUTES**  
**Annual Business Meeting**  
Thursday, October 6, 2011 @ 12:00 noon  
Margaritas Restaurant

Present were:

Jim Gulnac	MCDA President
Rodney Lynch	MCDA Vice President
Tony Levesque	Immediate Past President
Steve Dyer	Ransom Environmental and MCDA Board Member
Tammy Knight	DECD-Office of Community Development
Deborah Johnson	DECD-Office of Community Development
Kelley Race	TRC Solutions
Michael Bush	Penquis CAP
James P. Francomano	City of Presque Isle
Jeff Hewitt	Town of Skowhegan
Tom Martin	Hancock County Planning Commission
Joella R. Theriault	MCDA Secretary
John Shattuck	Town of Topsham
Terry Ann Stevens	DECD-Office of Community Developments
Andrea Smith	DECD-Office of Community Development
Darryl Sterling	Central Maine Growth Council & MCDA Board
Nick Sabantine	Ransom Environmental
Suzie Paradis	MCDA Board Member – Madawaska/Frenchville
Al Smith	City of Bath
Gail Chase	MCDA Board Member - KVCOG
Brent Bridges	Woodard & Curran
Mary Ann Hayes	Maine Rural Partners
Nate Rudy	City of Gardiner

1. J. Gulnac, President opened the meeting at approximately 12:10 p.m. by welcoming everyone and asking each attendee to introduce themselves.
2. MCDA Luncheon
3. **Review of the June 9, 2011 Meeting Minutes:** Motion by T. Levesque to approve the June 9<sup>th</sup> minutes as presented; seconded by D. Sterling. The vote was unanimous in favor of the motion.  
**Review of the June 23, 2011 Meeting Minutes:** Motion by T. Martin to approve the June 23<sup>rd</sup> minutes as presented; seconded by T. Knight. The vote was unanimous in favor of the motion.

4. **Secretary's Report:** J. Theriault made available copies of the 2011 Annual Report as well as the July-September Newsletter.
5. **Treasurer's Report:** The fund balance as of August 31, 2011 is \$13,039. A copy of the financial report is attached and made a part of these meeting minutes. Motion by T. Levesque to approve the financial report as presented; seconded by D. Sterling. The vote was unanimous in favor of the motion.
6. **Membership Report:** S. Dyer reported that there are a total of 33 members. MCDA has been talking about the Plus 1 Campaign for some time in an attempt to attract new members; however, this has not been successful. One idea is to go through the MMA directory and send a complimentary copy of MCDA's Annual Report with an invitation to join the organization. J. Theriault will work with S. Dyer on this project.
7. **Remarks by DECD/OCD Staff on the CDBG Program:** Deborah Johnson met with Senator Susan Collins regarding the 2012 CDBG program. It is the Senator's thinking that the 2012 budget will see a 10% decrease from the 2011 program. Other than the budget, there have been no major changes. A public hearing will be held at the DECD office on October 14, 2011 beginning at 12:30 p.m. Tammy Knight will do a summary of changes and have it up on the website prior to the public hearing. E-mails and written comments can be submitted to Deborah Johnson prior to October 24. 2012 CDBG Application workshops are scheduled for: November 8 at DECD; November 9 at EMDC; and November 10 at NMDC. Further details will be posted on the website.
8. **Report on National COSCDA Conference:** Deborah Johnson reported that HUD is putting a great deal of emphasis on economic development for 2012. The focus will be on due diligence, gap financing, underwriting, and public benefit. There was some discussion regarding redistribution of unobligated funds. It appears that many states have unobligated funds that are not being disbursed and it may be an opportunity to discuss redistribution with our legislative delegation. This year's annual COSCDA conference was held in Des Moines, Iowa, which is an insurance community.
9. **Election of Officers:** Chairman Al Smith presented the slate of officers as follows:
  - President - Rodney Lynch
  - Vice President - Darryl Sterling
  - Treasurer - Ron Harriman
  - Secretary - Joella R. Theriault
  - At Large - Gail Chase
  - At Large - Suzie Paradis

Call for nominations; seeing none, T. Martin moved to cease nominations; seconded by A. Smith. Motion passed with all in favor. Motion by T. Martin to cast one ballot for the slate of officers as presented; seconded by S. Dyer. The vote was unanimous to accept nomination of existing slate of officers.

10. **Remarks by Out-Going President:** The Town of Sanford is one of 23 communities participating in the Brownfields Program. Each community in Maine has an opportunity to participate in this program, and should, because it is a “doorway to funding”. There are funding opportunities under the EPA programs as well as HUD that could benefit communities on a regional basis. The State Planning Office (SPO) will no longer be an entity; it has been dissolved. This leaves an opportunity for community and economic development plans to be reviewed by the regionals, not the State. J. Gulnac urged each MCDA member to bring in a new member this year. He thanked the Board of Directors for their assistance over the past two years.
11. **Remarks by In-Coming President:** R. Lynch thanked Ransom Environmental for sponsoring the meal. He thanked Mary Ann Hayes and her staff at Maine Rural Partners for their contributions in coordinating the two professional development sessions held at the annual MMA convention in the morning dealing with local energy issues and projects. The idea of sponsoring these training sessions again separate from the MMA Convention may bring in more attendees and this should be considered for next year. Past President J. Gulnac agreed to spearhead this effort. Concerning membership, his goal is to reach a membership of 40 this year, gradually building up the membership under S. Dyer’s Membership Committee leadership. R. Lynch also thanked the OCD staff and Gail Chase for reviewing the Communities for Maine’s Future applications.
12. **Awards Presentation:** Tony Levesque and Jim Gulnac were each presented with Past President’s Plaque Awards; T. Levesque for 2008 and 2009 and J. Gulnac for 2010 and 2011. The plaques were made up by MMA and are very nice.
13. **Next Meeting:** R. Lynch will schedule the next meeting, which will be via teleconference and send out an agenda.
14. **Adjourn:** The meeting adjourned at approximately 1:30 p.m.

Submitted by,

*Joella R. Theriault*

Joella R. Theriault  
MCDA Secretary

09/12/11

**MAINE COMMUNITY DEVELOPMENT ASSN**

**Balance Sheet**

August 31, 2011

ASSETS

Current Assets

Checking Account 13,039

TOTAL CURRENT ASSETS 13,039

LIABILITIES & FUND BALANCE

Fund Balances

Unrestricted Fund Balance 13,039

Total Fund Balances 13,039

TOTAL LIABILITIES & FUND BALANCE 13,039

09/12/11

**MAINE COMMUNITY DEVELOPMENT ASSN  
Statement of Revenues and Expenses  
For the Eight Months Ending August 31, 2011**

		BUDGET	<u>ACTUAL</u> MONTH	Y-T-D	% OF BUDGET REALIZED/ EXPENDED	BUDGET \$ UNREALIZED/ UNEXPENDED	<u>PRIOR YEAR ACTUAL</u> MONTH	Y-T-D
<b>REVENUES</b>								
40101	INTEREST INCOME	0	3	21	0%	(21)	2	22
40201	MEMBER DUES	0	50	3,050	0%	(3,050)	100	3,000
40702	OTHER TRAINING	0	0	5,000	0%	(5,000)	0	10,000
TOTAL REVENUES		0	53	8,071	0%	(8,071)	102	13,022
<b>EXPENDITURES</b>								
50201	POSTAGE	0	7	31	0%	(31)	16	42
50203	PHOTOCOPIES	0	1	100	0%	(100)	1	12
50204	SUPPLIES	0	0	1	0%	(1)	0	4
50291	GENERAL MISCELLANEOUS	0	0	50	0%	(50)	114	164
50292	SEMINARS	0	0	3,000	0%	(3,000)	0	6,062
50411	CONTRACT SERVICES - MMA	0	147	1,175	0%	(1,175)	145	1,158
TOTAL EXPENDITURES		0	155	4,357	0%	(4,357)	276	7,442
<b>NET INCOME(LOSS)</b>		<b>0</b>	<b>(102)</b>	<b>3,714</b>	<b>0%</b>	<b>(3,714)</b>	<b>(174)</b>	<b>5,580</b>