



Thursday, March 10, 2016
GENERAL MEMBERSHIP MEETING
10:00 A.M.

Telephone Number: 1-877-455-0244

Pass Code: 7366898144#

MEETING MINUTES

1. **Welcome and Introductions by Gail Chase, President MCDA 2015-2017:** Meeting called to order at 10:04 a.m. Present were:

Gail Chase, MCDA President	Kennebec Valley Council of Governments
Deborah Johnson, MCDA Member	DECD Office of Community Development
Joella R. Theriault, Secretary	Northern Maine Development Commission
Tony Levesque, MCDA Member	Town of Fort Fairfield
Tom Martin, MCDA Board Member	Hancock County
Nancy Ketch, MCDA Member	Town of Houlton
Darryl Sterling, MCDA Immediate Past President – Economic and Community Dev. Consulting	
Mathew Eddy, MCDA Treasurer	Town of Kennebunk
Linda Smith, MCDA Member	Town of Brunswick

2. **Changes or additions to agenda:** Item 9A) Other was added to the Agenda.
3. **Approval of January 14, 2016 Meeting Minutes:** Moved by Deborah Johnson and seconded by Tom Martin to accept the meeting minutes as presented. All in favor; motion passed.
4. **Discussion with Deborah Johnson, Director, Office of Community Development, DECD:** OCD is waiting for signatures from the Governor's Office and Maine State Housing Authority to submit the request to HUD for the 2016 CDBG allocation. HUD will then have 45 days to approve the consolidated plan. The Congressional delegates will announce the approval of CDBG funds to the state possibly in April or May with funds available for distribution sometime in July.

The Status of the 2016 CDBG Program is as follows:

- 9 Public Infrastructure applications received for a total request of \$6,823,260 with only \$2,700,000 available.
- 36 Letters of Intent (LOI) for the economic development program for a total request of \$5,993,050 with only \$2,700,000 available. Applications are due May 13.
- 15 LOI for the micro enterprise program for a total request of \$1,702,790 with \$700,000 available.
- 2 LOIs for the Public Facilities program for a total of \$432,195 with no funding available.

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It was noted that under the economic development program, many LOIs were submitted for a minimal amount making for a great number of LOIs and applications that staff have to read through. This will be addressed under the 2017 CDBG Program Statement. All additional LOIs received for economic development funds will get a form letter stating that due to funding limitations, there is no funding at this time. Deborah Johnson also reported that the housing assistance program is working very well with the CAP agencies implementing all of the housing rehabilitation projects and the CDBG program is funding other housing projects such as conversion of vacant buildings into multi-family housing for low income.

OCD has had many requests for underground storage tank removals recently. It was suggested that perhaps the Brownfields Program could be of assistance, but this is not always the case because if there is no leakage of tanks, then the Brownfields Program cannot fund the removal. OCD has been in communication with DEP regarding being proactive in attempts to assist businesses and will continue to work at resolving the issue.

Although preliminary, OCD is looking at a grants management system for CDBG applications. More information to follow at a later date.

5. **Discussion on the Website Design:** Gail Chase is communicating with Scott Laflamme regarding new layouts for the website. Once Scott has drafted a design, it will be shared with the Executive Committee. Discussion on materials and links with partners and possibly including photos and descriptions of outstanding projects on the website would also greatly enhance the MCDA website.
6. **Treasurer's Report and Financials:** Moved by Tony Levesque and seconded by Tom Martin to accept and approve the Treasurer's Report. All in favor; motion passed.
7. **Status of Subcommittees and Subcommittee Reports:**
 - i. **Membership:** Tony Levesque, Interim Chair, reported that there are currently 43 paid members and suggested that the president contact 9 non-renewing members regarding continued membership. Members should continue to campaign for new membership.
 - ii. **Professional Development:** Once survey results are in, a topic for a Professional Development Workshop will be established and a date set for the training workshop. There was much discussion on how to broadcast the training workshop to members who are unable to attend, such as polycom, webinar, etc.
 - iii. **Communications/Newsletter:** The October to December, 2015 newsletter was abandoned since information was getting outdated; however the January to March, 2016 newsletter is nearly complete and will be submitted to the Executive Committee for approval. It is anticipated that the newsletter will be submitted, and on the website, by March 15.
8. **Survey of membership:** The survey should be sent out to all members via surveymonkey as early as possible in order to schedule a training workshop. Gail Chase will assume that responsibility.

9. Next Meeting Date: Thursday, May 12, 2016 at 10:00 a.m. A schedule of all meetings moving forward will be listed in the newsletter.

9A. Other:

10. Adjourn The meeting adjourned at 11:11 a.m.

Sincerely,

Joella R. Theriault

Joella R. Theriault
Secretary

Meetings are held the second Thursday of every other month. In the event, the second Thursday falls on a holiday, the meeting will be held on the next business day.