



# Maine Community Development Association

Thursday, April 9, 2020  
GENERAL MEMBERSHIP MEETING  
10:00 A.M.

Telephone Number: 1-877-455-0244  
Pass Code: 7366898144#  
**MEETING MINUTES**

1. **Welcome and Introductions by Tracey Desjardins, President MCDA 2019-2021:** T. Desjardins opened the meeting at 10:03 a.m. The following were in attendance:

Tracey Desjardins, President	City of Gardner
Joella R. Theriault, Secretary	Northern Maine Development Commission
Stephen Dyer, Immediate Past President	Ransom Environmental Consulting
Tony Levesque, Member	Town of Fort Fairfield
Cary Tyson, Director	Kennebec Valley Council of Governments
Nancy Ketch, Director	Town of Houlton
Marc Meyers, Member	City of Bath
Darryl Sterling, Director	Economic Development Consultant
Rodney Lynch, Member	Town of Thomaston
Deborah Johnson, Member	DECD-Office of Community Development
Scott Laflamme, Vice President	Town of Yarmouth

2. **Changes or additions to agenda:** None
3. **Approval of February 13, 2020 Meeting Minutes:** Motion by S. Dyer to approve the meeting minutes as presented; seconded by T. Levesque. Motion passed.
4. **Treasurer's Report:** T. Levesque withdrew his motion to approve the financial/treasurer's report because of a question with prior year expenditures. T. Levesque moved to table the Treasurer's Report until such time as the Treasurer is available for discussion; seconded by S. Dyer. The vote was unanimously in favor. There was some discussion of transferring a portion of the fund balance to an interest-bearing account such as a Certificate of Deposit. An Executive Committee meeting will be scheduled for next month.
5. **Deborah Johnson, Office of Community Development Update:**
  - Deborah Johnson is just returning from a 30-day out of office status; Terry Ann Holden is out on medical leave; and Tammy Knight has assumed some of Terry Ann's projects
  - Public hearings for the 2020 CDBG applications have been waived for the time being but will be required at a later time
  - Application deadlines for the Downtown Revitalization, Community Enterprise and Public Infrastructure programs have been extended to May 1 and for the Microenterprise and

Housing Assistance extended to June 5; Economic Development programs remain the same, which is May 22.

- Office of Community Development is waiting for the Housing Trust Fund for the final allocation before the Consolidated Plan can be sent to U.S. Housing and Urban Development (HUD). Housing Trust Fund, CDBG, HOME, and ESP programs are included in the Consolidated Plan, which must be submitted prior to funding for 2020 programs.
- As part of the CARES Act, HUD will allocate \$3.064 billion to the CDBG, ESG, and Housing Opportunities for Persons with AIDS programs. Using the existing formula for allocations of the CDBG program will result in Maine receiving approximately \$7 million. The 2019 CDBG Program will be amended to receive the funds to be used for COVID-related issues. It is unclear what the funds will be used for, but known issues include rental assistance and food banks. D. Johnson suggested that perhaps the General Assistance Program could provide information on the true needs of low-income individuals. She recommended that MCDA become involved in determining the distribution of the funding, particularly to rural, non-entitlement communities. Motion by T. Levesque to authorize the MCDA President to draft a letter to Deborah Johnson targeting efforts to maintain the housing, daycare, and other non-profit services; seconded by D. Sterling. The vote was unanimous.

**6. Status of Subcommittees and Subcommittee Reports:**

*i. Membership:* T. Levesque reported that there were three renewals (Presque Isle, Brunswick, and Piscataquis County Economic Development Council) and 10 non-renewals (2019 Non-Renewals include Camden, Ellsworth, Easton, Downeast Community Partners, Ron Harriman Associates, Lisbon and 2018 Non-Renewals include Caribou, Kennebunk, Penquis CAP and Wright-Pierce).

*ii. Professional Development:* S. Laflamme reported that the Strategic Planning Workshop has been postponed. T. Levesque urged that S. Laflamme and T. Desjardins communicate with MMA to assure that affiliates, such as MCDA can plan for the upcoming convention theme.

*iii. Communications/Newsletter:* The newsletter is complete except it should be updated with information provided by the Office of Community Development and once updated will be submitted to the Communications Subcommittee for edits and final approval. This should be completed today.

**7. Remarks by Office of Community Development:** : See Item 5 Above.

**8. Next Meeting Date – June 11,2020**

**9. Other Business:**

- **Brainstorming – COVID 19 Programs/Funding Sources:**

- Guide to financial resources for small business and nonprofits outlines SBA programs, eligibility requirements, Question & Answer, and other potential programs that can help. T. Levesque forwarded this information for inclusion on the MCDA website.
- In Richmond, D. Sterling that the town has been assisting small businesses through the Revolving Loan Fund program where they have issued a 90-day extension on loan repayments.

**10. Adjourn:** Motion by D. Sterling to adjourn; seconded by T. Levesque. The meeting adjourned at 11:45 a.m.

Submitted by,

Joella R. Theriault  
MCDA Secretary

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