

**HARTFORD BUSINESS REVOLVING LOAN FUND COMMITTEE/  
HARTFORD VCDP REVOLVING LOAN FUND COMMITTEE**

**Meeting Minutes**

**June 1<sup>st</sup>, 2022 at 8:30 a.m.**

**Via Zoom and by Conference Call**

This meeting was conducted in compliance with the Vermont Open Meeting Law with electronic participation. The public was able to join the meeting from a computer, tablet or smartphone.

Members attending online/by phone: Ryan Scelza - Chair, Michael Gabriele, Crystal Pearson and Jay Zanleoni

Others present online/by phone: Lori Hirshfield, Town of Hartford Department of Planning and Development Director; Erika Hoffman-Kiess, GMEDC Executive Director; Mark Condon, GMEDC Executive Assistant and Kim Souza, Hartford Selectboard Representative

With quorum met, Committee Chair Ryan Scelza called the meeting to order at 8:33 a.m.

**Minutes**

Jay Zanleoni made a **motion** to approve the minutes from the March 9, 2022 HBRLF/VCDP Committee Meeting, Crystal Pearson seconded the motion and the motion passed unanimously.

**Executive Session: Review of the Confidential Loan Summary Report for April 2022 and Updates on any Potential Loan Applications**

Crystal Pearson made a **motion** to go into Executive Session due to the proprietary nature of the information in the April 2022 Loan Summary Report and to receive an update on any potential loan applications. Jay Zanleoni seconded the motion, and the motion passed.

The Committee went into Executive Session at 8:35 a.m.

At 8:45 a.m. the meeting came out of Executive Session. No actions were taken.

**Marketing of the HBRLF & VCDP RLF**

Ryan noted that at the last Committee meeting the group looked at the new GMEDC website. The Town of Hartford's website is now being redeveloped. Ryan, Crystal, Mark and Lori met on April 13<sup>th</sup> to discuss what should be included on the Town's website regarding the RLFs. Lori said the Town has decided to transfer everything over from the old website prior to making edits and changes to the content. Ryan suggested that he and Crystal meet again with Lori as the new website goes ahead.

Erika Hoffman-Kiess said she continues to talk to other towns about how they should run their revolving loans funds. She looks forward to Hartford's new website as something the other towns can look at as an example.

### **GMEDC Contract**

Lori stated that GMEDC's current contract with the Town for administering the RLF expires on June 30, 2022. If a new contract is not in place by then it is not a problem as the contract includes language for it to extend out on a month-to-month basis. She said that Committee Member Frank Klymn had submitted to her questions and comments regarding the contract, most of which she has answered. One change she has made based on Frank's comments is to increase the notice period for terminating the agreement from its current 14 days up to a more standard 30 day period. She noted that this contract has old language and that she is in the process of updating it to more closely match contract templates supplied by the Vermont League of Cities and Towns.

The Committee and GMEDC agreed that the new contract should be for a period of two years and that the compensation could remain at the current levels.

Lori said that if she came to any substantive changes that were not just of a technical nature, she would reach out to the Committee to discuss them. She will provide a red-line draft to the Committee and GMEDC for review prior to submitting it to the Selectboard.

### **Other Business**

Ryan asked Erika if there were any updates from Wells River on their working to reinvigorate their revolving loan fund. Erika said that she had dropped off a bunch of old documents to them but hasn't heard from them since. She will check back in with them to see if they would care to speak to us about Hartford's RLFs.

Ryan asked if anyone had any other business. There was none.

### **Adjournment**

Crystal Pearson made a motion to adjourn the meeting, Jay Zanleoni seconded the motion and the motion passed unanimously.

The meeting adjourned at 9:05 a.m.