

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

Meeting Minutes

December 7th, 2022 at 8:30 a.m.

Hartford Town Hall, Room 312

171 Bridge Street, White River Junction, VT

And 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.

The HBRLF/ VDCP RLF Committee is:

Crystal Pearson (term expires 5/18/2023)

Frank Klymn (term expires 2/10/2023)

Michael Gabriele (term expires 3/8/2024)

Ryan Scelza (term expires 1/11/2024) - Chair

Jay Zanleoni (term- expires 1/11/2024)

Members attending online/by phone: Ryan Scelza - Chair, Frank Klymn, and Jay Zanleoni

Members attending in person: Crystal Pearson

Others present online/by phone: Erika Hoffman-Kiess, GMEDC Executive Director, and Kim Souza, Hartford Selectboard Representative

Others present in person: Mark Condon, GMEDC Executive Assistant and Lori Hirshfield, Town of Hartford Department of Planning and Development Director.

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

Ryan asked if there were any changes to the agenda. There were none.

Minutes

Jay Zanleoni made a **motion** to approve the minutes from the September 7th, 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 October 2022 and Updates on any Potential Loan Applications

Frank Klymn made a **motion** to go into Executive Session due to the proprietary nature of the information in the October 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 8:59 a.m. the meeting came out of Executive Session. No actions were taken.

2023 Committee Schedule

A proposed schedule of quarterly meetings was provided to the Committee with each meeting occurring at 8:30am on the first Wednesday of the quarter. Crystal noted that she will be attending a conference on March 1st, 2023. The Committee decided to move that meeting back one week to March 8th.

Cystal Pearson made a **motion** to approve the following schedule of HBRLF/Hartford 2020 VCDP RLF Committee meetings:

- Wednesday, March 8th, 2023 at 8:30am
- Wednesday, June 7th, 2023 at 8:30am
- Wednesday, September 6th, 2023 at 8:30am
- Wednesday, September 6th, 2023 at 8:30am

All the meetings will be held at the Hartford Town Hall, 171 Bridge Street.

Jay Zanleoni seconded the motion which passed unanimously.

Committee Membership

At the request of the Hartford Selectboard, the Committee Members list, along with their terms, will be included in the all meeting minutes as well as listed on the Town's website.

Ryan announced that he has moved out of Hartford. His plans are to step down as this Committee's Chair but remain on as a Committee Member until the end of his term in January 2024.

As no candidate for Chair immediately presented themselves, members were asked to consider the matter which would be resolved at the March meeting.

Other Business

Use of Funds for Housing - Lori Hirshfield stated that while the repaid CDBG funds that created the two RLFs are generally used for economic development, it is also allowable to use them to promote housing. She suggested some possible programs could involve accessory dwelling unit (ADUs) program, such as providing technical assistance in the form of architects, or providing down payments and reducing interest. She wanted to know if the Committee might be interested in pursuing such programs with the funds.

Crystal noted that the State is currently offering grants of up to \$30K towards ADUs.

Lori said that ADUs are a good way to address the lack of affordable housing as units can be brought onto the market pretty quickly. There is to be a trade show about them this spring.

Kim Souza said she supports the idea. It could help individual homeowners become developers, thus adding needed housing in the town. Ryan also said he supported it and ask if Woodstock was doing something similar. Lori said that they are.

Crystal asked if the Committee would focus on lower income tenants. She was concerned that we would help a homeowner build an ADU and then see them charge \$1,800/month for it. Lori noted that the VCDP funds are required to benefit 51% low- to -moderate income people in accordance with HUD regulations.

Crystal suggested we could partner with the State program as owners may not understand all the fees and tax issues. The fund could help with that.

Interest Rates - Interest rates have been raised a number of times by the Fed recently. Jay Zanleoni noted that the RLF guidelines have our interest rate at Wall Street Prime + 1%. Lori noted that the guidelines do allow for offering a different rate depending on risk. Erika thought we could get some traction by offering businesses less than the going rates. Crystal suggested ours could be on a case-by-case basis depending on the risk. Ryan through that was a good idea.

Ryan asked if there were any other issues to be discussed. There were none.

Ryan again asked all the Committee members to consider the position of Chair.

Adjournment

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

The meeting adjourned at 9:25 a.m.