

## **HARTFORD BUSINESS REVOLVING LOAN FUND COMMITTEE**

### **Meeting Minutes**

**December 5<sup>th</sup>, 2018 at 8:30 a.m.**

**Hartford Town Hall**

**171 Bridge St., Room 312**

**White River Junction, VT 05001**

Members Present: Kevin Raleigh (Chair), Dennis Driscoll, Frank Klymn, Ryan Scelza and Jay Zanleoni (by phone)

Others present: Robert Haynes, GMEDC Executive Director, Mark Condon, GMEDC Executive Assistant, Lori Hirshfield, Town of Hartford Director of Planning and Development and Richard Grassi, Hartford Selectboard.

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

### **Minutes**

Dennis Driscoll made a **motion** to approve the minutes from the October 3<sup>rd</sup>, 2018 HBRLF Committee Meeting, Frank Klymn seconded the motion and the motion passed unanimously.

### **Executive Session: Review of the Loan Summary Report for October 2018 and any pending loans**

Dennis Driscoll made a **motion** to go into Executive Session due to the proprietary nature of the information in the August 2018 Loan Summary Report. Frank Klymn seconded the motion, and the motion passed.

The meeting went into Executive Session at 8:34 a.m.

At 8:38 a.m. the meeting came out of Executive Session. No action was taken.

### **Continued Discussion on the Use and Financing of the HBRLF**

The Committee continued the discussion on future uses and financing of the HBRLF that had begun at their October 3<sup>rd</sup>, 2018 meeting.

Lori Hirshfield informed the Committee that the Town had been approved for the Community Development Block Grant to assist the Village at White River Junction, the new assisted-living facility that is now being completed. Of the \$1M requested, \$750K has been awarded. This will be loaned to the Village. She said the loan terms will need to be negotiated, which will begin at a meeting that afternoon. When the Village pays back the loan, the Town will be able to keep 50% of it to be used in a RLF.

While it is not yet known how quickly the funds will be drawn down and the loan repaid, Lori thought it was a good time to think about how we use those funds. She noted they would have to be kept in a

separate account from the funds the HBRLF currently has since the Federal regulations for reuse of the funds are a little different. She noted suggestions made by the Committee at the October meeting such as using some of the funds for giving energy efficiency loans or affordable housing loans.

Ryan Scelza said he had started looking into other avenues for replenishing the loan fund and hoped that Bob Haynes could be of assistance in that. He noted some funding options such as USDA Rural Development grant funds.

Lori stated that the Town had a housing RLF in the past. She thought there could be some flexibility to economic development initiatives and how a RLF could be used. She noted that during the current update of the Town Plan there is interest in increasing housing development.

Dick Grassi said that the Selectboard was very interested in the HBRLF getting more funds now and asked how it could be replenished sooner than waiting for 5 years for a CDBG loan to be repaid. Lori suggested exploring the Rural Development funds noting that the Town Finance Director, Gail Ostrout, has a lot of experience with the USDA Rural Development which will be helpful.

Dick asked if there were any waiting applicants for HBRLF loans. There are not at the moment. The fund currently has \$85K available to loan.

Issues on how funds could be used for housing were discussed. Kevin Raleigh didn't think weatherization assistance would fall under the HBRLF. Bob asked if loans could be used towards business investments in low-income housing? Kevin said commercial real estate is very different than other housing loans or other business loans. Frank agreed stating HBRLF isn't intended for loans to landlords.

Frank asked if we could get outside help to look at the needs of the area, how RLFs can be used to meet those needs and how to replenish the fund to do so. He suggested we could get help from the Tuck School. Lori said that the Town currently is using Tuck students on another project. Frank said that he had their help before at David's House. They did a good job and were free. Lori will touch base with Tuck.

## **2019 Meeting Dates**

The Committee looked at the proposed meeting dates for 2019:

- March 6<sup>th</sup>, 2019 at 8:30am
- June 5<sup>th</sup>, 2019 at 8:30am
- September 4<sup>th</sup>, 2019 at 8:30am
- December 4<sup>th</sup>, 2019 at 8:30am

Kevin said he was in favor of keeping to this regular schedule of quarterly meetings and that special meetings can be added when needed.

Frank Klymn made a motion to accept the above schedule of 2019 Committee meetings, Dennis Driscoll seconded the motion and the motion passed unanimously.

## **Adjournment**

Frank Klymn made a motion to adjourn the meeting, Dennis Driscoll seconded the motion and the motion passed unanimously.

The meeting adjourned at 9:19 a.m.

DRAFT