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MINUTES, TOWN OF EAST MONTPELIER REVOLVING LOAN ADVISORY COMMITTEE

Meeting of Tuesday, June 5, 2018 at the Municipal Building

RLAC members present: Gabrielle Malina, Ross Hazel, Ed Deegan, Renee Carpenter, Rebecca Schrader, Bruce Bjornlund

Others present: Laura Ranker, CVRPC

A. CALL TO ORDER, ADDITIONS TO AGENDA, REVIEW OF MINUTES, PUBLIC COMMENT

Gabrielle called the meeting to order at 6:05 PM. Gabrielle made an addition to the agenda to discuss updating the selectboard on our work. The minutes from the June 1, 2018 meeting were reviewed and one typographical error revised. On a motion from Deegan with second by Hazel, the minutes were approved unanimously as revised. There was no public comment.

B. DISCUSSION OF NONPROFIT COMMUNITY DEVELOPMENT ORGANIZATIONS (NCDOs) AND REVOLVING LOAN FUNDS

Rebecca presented information on how the Vermont Community Loan Fund (VCLF), an NCDO, works to administer a municipality RLF, along with suggestions from VCLF's Executive Director on what options might be for East Montpelier, given that our available funds are a small amount. Laura Ranker also clarified that there are two different ways that NCDOs can work with RLFs. First, the RLF can be assigned to the NCDO, effectively relinquishing control of the funds. Second, the municipality can contract with an NCDO to administer the RLF. Loans would be approved by the town's designated authority and the NCDO would perform the administrative origination, closing, and servicing of the loan for a fee. Laura also outlined what steps would be necessary should East Montpelier choose to administer the RLF itself. These include: 1. Plan for Use of Income (taken from the closeout agreement), 2. Policies and Procedures, 3. Create an application form, and 4. Plan for ongoing administration of the RLF, including annual reporting. These documents would clarify roles, levels of authority, and more.

Presented with the four options (relinquishing money to the state, assignment to an NCDO, contracting with an NCDO, or administering the RLF locally), there was a motion by Carpenter, seconded by Hazel to recommend option 4 (local administration of the RLF) to the Selectboard. The vote was unanimous.

The RLAC Chair will write a memo to the Selectboard to update them and formally recommend that the town retain administration and management of the RLF. She will also send a memo to Cassie Bell, Grants Administrator at ACCD providing a timeline and action plan.

C. FUTURE MEETING PLANNING

The next two meetings of the RLAC will be held July 10, 2018 at 6:15 and August 2, 2018 at 6:15 at the Municipal Building.

D. OTHER BUSINESS

Recruitment for more members of the RLAC were discussed. Ed and Gabrielle will follow up with some prospective members. Renee and Ross gave an update on EMSLI activity and their

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intention to be able to spend their RLF funds by December for predevelopment items including permits and architectural drawings.

E. ADJOURN

On a motion from Deegan with a second from Carpenter, the meeting was adjourned at 7:38 PM.