

MINUTES (Approved 9/25/18)

TOWN OF EAST MONTPELIER REVOLVING LOAN ADVISORY COMMITTEE

Meeting of Thursday, July 5, 2018 at the Municipal Building

RLAC members present: Gabrielle Malina, Ross Hazel, Renee Carpenter, Rebecca Schrader

Others present: Laura Ranker, CVRPC

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

Gabrielle called the meeting to order at 5:10 PM. The minutes from the June 5, 2018 meeting were reviewed and one typographical error revised. On a motion from Schrader with second by Carpenter, the minutes were approved unanimously as revised. There was no public comment.

B. Update and Review of RLAC Memos to EM Selectboard and ACCD

Gabrielle updated the committee that, in follow up to sending the memo, she would attend the Selectboard meeting on July 9 to update them about the revolving loan fund state and RLAC's activities. RLAC is also on the Selectboard's agenda for September 9th – their only meeting date that month. The intention is to have the Selectboard approve all of the RLF materials – policies document, loan application materials and grant agreement at that time.

Re: the memo to ACCD, Cassie Bell responded to RLAC's memo, thanking us and saying that she looked forward to receiving the approved materials in September.

C. Review of RLF Draft Documents

The committee reviewed at length the draft RLF policies and procedures document. The discussion centered around policy decisions and also proofreading and editing changes. Gabrielle will circulate a new draft to the group for further comment.

1. Loan approval process: In addition to the appeals process, we talked about the discussion of loan applications with regard to public meeting law (for both the RLAC and the SB). We settled on that discussion of loan applications should take place in executive session since there will be personal financial information discussed. Once the loan has been presented and discussed, the RLAC/SB should move back into public session for motions on recommendation/action and conditions or contingencies.

2. Appeals process:

- The RLAC should notify the applicant within 5 calendar days of the meeting of their recommendation and reasons for it.
- We decided we should set a time limit for response period from applicant: 5-10 days (we didn't settle on specifics) in the event of denial recommendation. This way, the applicant can decide to present new information to the RLAC or to show up at the SB meeting and plead their case. Putting a time limit on that should let the RLAC meet again to discuss new information and see if they want to change their recommendation before the SB meeting.
- If a loan is denied by the SB, there is no further appeal process. However, the applicant may submit a new application (can be for same project but must contain new information, not just resubmit same application that was denied) within 6 months without paying an additional application fee.

3. For closing, servicing, and default: Laura recommended we add these sections and that they could probably pretty much be copied and pasted from the Caanan doc. In particular, she noted that the policy should outline who should sign closing documents for the town, whether we want to charge late fees (how many days past due could go in procedure section instead of policy). She recommended that we leave ourselves some room for discretion regarding collections, but we didn't get further into that. Servicing time will need to be tracked in order to properly document any admin funding we draw from the RLF. Short version, we didn't get very far with these sections, so for this report, I might just say that we're working on them but that they will appear.

D. OTHER BUSINESS

The group has not yet found a seventh member but there is one prospective candidate that Gabrielle will ask.

The next RLAC meeting is not until August 2nd, and there is still a lot of work to be done on the documents, so a subcommittee of Ed, Becca and Gabrielle, and others as needed, will work offline to continue drafting between meetings.

The next meeting date is August 2nd at 6:15.

E. ADJOURN