

Draft

MINUTES

TOWN OF EAST MONTPELIER REVOLVING LOAN ADVISORY COMMITTEE

Meeting of Tuesday, September 25, 2018 at the Municipal Building

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

Also present: Laura Ranker, Central Vermont Regional Planning Commission

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

The meeting was called to order at 6:07 PM. Becca asked to add to the agenda a discussion of Community Capital of Vermont. The minutes of 7/5/2018 and 8/2/2018 were approved with no changes.

No other members of the public were present.

B. Review of RLAC Draft Documents.

Policies and Procedures

Committee members reviewed alternate language for the Purpose paragraph proposed by Renee with technical modifications by Laura Ranker. After a lot of discussion, particularly as to whether more specificity would lead to constraint, the committee opted to include parts of the additional language. The committee made several other amendments to the document. On a motion by Bjornlund, the committee voted unanimously to approve the Policies and Procedures document with amendments for recommendation to the Selectboard. After making the agreed-upon changes, Gabrielle will send around to members for confirmation of the changes. The document will then be ready to send to Vermont Community Development Program.

Loan Applications

The draft loan application documents were reviewed. The committee agreed that three different application forms - one for homeowners, one for businesses, and one for developers was necessary. This is because of the broad and different categories of eligible uses of RLF monies and the necessity of collecting different information in those cases. The applications must also include "Family Income Statement for ECONOMIC DEVELOPMENT PROJECTS" or "Household Income Statement for HOUSING PROJECTS" forms as provided by VCDP. Becca will draft the three application forms and a revised cover sheet which will include a section on eligible uses.

Loan Agreement, Security Agreement and Promissory Note

Bruce Bjornlund summarized his review of a model loan agreement, and security agreement. Both documents will be suitable for RLF purposes and can be amended with letterhead change and as necessary for use with the East Montpelier RLF. Becca will edit those two documents. Bruce provided a simple one-page promissory note that will suffice for our needs. The

Draft

committee agreed to recommend the use of those three documents provisionally and to send them to VCDP for review.

The committee discussed the need for additional documents - a scoring rubric for evaluating applications, and a detailed eligible uses document. These could help guide the creation of marketing materials for the loan program. The rubric work should be done in committee so it was decided to delay that work until a meeting after the Selectboard reviews RLAC work to date.

All completed RLAC docs – Policies and Procedures, Loan Applications, and Loan Agreements are set to be reviewed by the Selectboard at their October 15th meeting. Gabrielle and at least one other member of RLAC will attend the meeting to answer questions.

The committee discussed a possible timeline for implementation in which we would draft marketing materials in January and prepare to “launch” the program at Town Meeting.

C. Update from EMSLI

There was no update from EMSLI.

D. Other business and next meeting date

No next meeting date was set.

E. Adjourn at 8:10