

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

Meeting Minutes

December 1st, 2021 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.

Members attending online/by phone: Ryan Scelza - Chair, Michael Gabriele, Frank Klymn, and 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 8:34 a.m.

Minutes

Frank Klymn made a **motion** to approve the minutes from the September 1st, 2021, HBRLF/VCDP Committee Special Meeting, Mike Gabriele seconded the motion and the motion passed unanimously.

Executive Session: Review of the Confidential Loan Summary Report for October 2021 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 2021 Loan Summary Report and to receive an update on any potential loan applications. Crystal Pearson seconded the motion, and the motion passed.

The Committee went into Executive Session at 8:35 a.m.

At 8:55 a.m. the meeting came out of Executive Session. No actions were taken.

Discussion of Purposes and Objectives of Loans for the HBRLF & VCDP RLF

The guidelines for both funds had been sent out to the Committee members for them to review again prior to the meeting. Lori Hirshfield noted that the role of the Committee is to support a healthy business community in Hartford. It was noted that the objectives listed for the VCDP-RLF were to aid affordable housing development. Erika Hoffman-Kiess asked how that would

work – would the Committee interface with another organization such as Twin Pines? Crystal Pearson stated that in her role as a banker she has to be very careful in regard to mortgages include having an MLS number for loans to primary housing. Lori said she did not see the funds being used for housing loans but instead as seed money for programs such as outreach for the development of accessory dwelling units (ADUs).

Erika asked if there were other towns that did programs like this, so we do not have to reinvent the wheel. Lori stated that Hartford used to have such a housing fund and that she would look back in the files to see how it was run.

Marketing of the HBRLF & VCDP RLF

The final versions of the brochure and the one-sheet marketing materials were including in the meeting packs. Lori has printed copies of the brochure, some of which Mark will pick up after the meeting for distribution. Ryan suggested they go to the local libraires, the Chamber and the Coolidge Hotel. He said he could help with that. Erika asked if they should go one level further out for people who may live in nearby towns but might have, or want to start, a business in Hartford. Lori noted that the one-sheet is ready for social media and could go further. Mark stated the new GMEDC website should be going live in two weeks and will include all the RLF information on it. Ryan suggested we gather testimonials from borrowers to be used in future marketing.

Frank suggested we get the information out to future business leaders at the nearby schools. Ryan and Kim are both alumni of HACTC and could get the brochures to them. Erika said there was a much bigger discussion regionally about reaching out to alumni groups to try to bring people back to the area.

2022 Schedule of HBLRF/VCDP-RLF Committee Meetings

Ryan stated that the proposed schedule of 2022 Committee meetings had been included in the packet. It is based on the usual schedule of the 1st Wednesday of every third month at 8:30am. He asked if anyone had any known conflicts. Crystal said that March 2nd will be the date of the Women in Leadership meeting in Montpelier. Ryan suggested moving the March meeting to the 9th then.

Crystal Pearson made a motion to accept the submitted 2022 schedule with the March meeting moved to March 9th. Frank Klymn seconded the motion which passed unanimously.

Other Business

Ryan asked if anyone had any other business. There was none.

Adjournment

Crystal Pearson made a motion to adjourn the meeting, Frank Klymn seconded the motion and the motion passed unanimously. The meeting adjourned at 9:25 a.m.