

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

**Meeting Minutes**

**December 4<sup>th</sup>, 2024 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.

**The HBRLF/ VDCP RLF Committee Members:**

Crystal Pearson (term expires 6/26/2026)

Frank Klymn (term expires 2/21/2026)

Michael Gabriele (term expires 3/11/2027)

Jay Zanleoni – Chair (term expires 3/11/2027)

Members attending online/by phone: Jay Zanleoni - Chair, Michael Gabriele, Frank Klymn and Crystal Pearson

Others attending online/by phone: Erika Hoffman-Kiess, GMEDC Executive Director

Others present in person: Mark Condon, GMEDC Executive Assistant

**Call to Order:** With quorum met, Committee Chair Jay Zanleoni called the meeting to order at 8:34 a.m.

**Order of the Agenda:** Jay asked if there were any other changes to the agenda. There were none.

**Public Comments:** No members of the public attended the meeting.

**Minutes:** Jay asked if there were any changes or comments on the minutes from the September 4, 2024 meeting. There were none.

Frank Klymn made a **motion** to approve the minutes from the September 4, 2024 HBRLF/VCDP Committee Meeting. Crystal Pearson seconded the motion and the motion passed unanimously.

**Executive Session: Review of the Confidential Loan Summary Report for October 2024 and Updates on any Potential Loan Applications**

Michael Gabriele made a **motion** to go into Executive Session due to the proprietary nature of the information in the October 2024 Loan Summary Report and to receive an update on any potential loan applications. Frank Klymn seconded the motion, and the motion passed.

The Committee went into Executive Session at 8:36 a.m.

The Committee exited Executive Session at 9:10 a.m. No actions were taken.

**Outreach Plan for Both RLFs Development Discussion:** Jay said there had not yet been a meeting with the Town's new Communication and Media Specialist. We will get this scheduled prior to the end of January. Mark Condon noted that the marketing brochure has been updated to include the new interest rates.

### **Other Business**

Jay asked if there was any other business. There was not.

### **Adjournment**

Frank Klymn made a motion to adjourn the meeting, Crystal Pearson seconded the motion and the motion passed unanimously.

The meeting adjourned at 9:14 a.m.