

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

December 3rd, 2025 at 8:30 a.m.

Due to inclement weather, this meeting was held fully via Zoom

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: Chair Jay Zanleoni, Michael Gabriele and Crystal Pearson

Others attending online/by phone: Lori Hirshfield, Town of Hartford Department of Planning and Development Director; Lexi Webster, Town of Hartford Housing and Development Specialist; and Mark Condon, GMEDC Operations Manager

Call to Order: With quorum met, Committee Chair Jay Zanleoni called the meeting to order at 8:33 a.m.

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

Public Comments: Jay asked if there were any public comments. With no members of the public attending, there were no public comments.

Minutes: Jay asked if there were any changes or comments for the minutes from the September 3, 2025 HBLRF/VCDP RLF Committee meeting. There were none.

Mike Gabriele made a **motion** to approve the minutes from the September 3, 2025 HBRLF/VCDP Committee Meeting. Crystal Pearson seconded the motion and the motion passed unanimously.

Update to the Selectboard on December 9, 2025: Lori Hirshfield stated that every Town Committee is assigned by the Selectboard to come to one of their meetings and report once a year. This Committee's presentation date will be December 9th, 2025. As Committee Chair Jay Zanleoni is not available that date, Vice Chair Crystal Pearson will attend the meeting and make the presentation. Lori Hirschfield and Lexi Webster will also attend, should they be needed to help answer any questions.

It was noted that a presentation to the Selectboard was also a good way to get the word out about the RLFs to local businesses.

Mark Condon said that he would be updating the Committee's FY2025 Annual Reports this week and will provide them to Crystal as they will contain some useful information for her presentation.

Crystal said she would let the Selectboard know that our Committee has been meeting with other Town Committees to discuss potential uses of the revolving loan funds.

Jay said he appreciates Crystal stepping up and handling the presentation as he is unable to.

Executive Session: Review of the Confidential Loan Summary Report for July 2025 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 2025 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 8:47 a.m.

The Committee exited Executive Session at 9:03 a.m. No actions were taken for either the Hartford Business Revolving Loan Fund or that Hartford 2020 VCDP Revolving Loan Fund.

Discussion of Funding a Potential Housing Program: Lexi Webster said that a local business owner had recently talked to her and Lori about developing employee housing. The developer was made aware of the RLFs as potential options for funding assistance. It is now possible that the Committee could have our first housing application in the next few months.

Lori said she has gone to the Selectboard for the FY2027 budget for the housing technical assistance funding. We will have to see if that is approved.

Lexi stated that Hartford was one of three towns, including Manchester and Essex Junction, to be chosen for the 802 Homes – Homes for All pilot program. This pilot's goal is to create permit ready designs for "missing middle" housing, including Accessory Dwelling Units (ADUs) and converting unused spaces into housing units. Jay asked if the program would be serving as general contractor on projects. Lexi stated that the program's focus is on infill housing with the pilot making permit-ready plans that then can be used repeatedly at other sites. This is just the design phase and the state hopes to get funding at a later date for the construction portion. It will be testing out potential properties which have already been identified as they really want to get things done. The 802 Program also overlaps nicely with the HCHH and planning and Development Department's roll out of the technical assistance pilot program for property owners interested in pursuing construction.

Outreach Plan for Both RLFs Development Discussion: Mark Condon said GMEDC staff member, James Coleman, attended the White River Downtown Alliance meeting in October and spoke about the HBRLF. James' position is funded by two grants: the State of Vermont's Grants for Relocation Outreach Work (GROW), which does outreach for people considering moving to Vermont and people who have just relocated here, and the Working Communities Challenge Initiative, funded by the Federal Reserve Bank of Boston. The latter has a component of fostering relationships between municipal officials and infill developers. As part of that, James has just finished up a series of three housing events around GMEDC's district. James has been kept up-to-date on the HBRLF and asked to spread the word about them.

Other Business

Jay asked if there was any other business.

Guideline Updates: Lori said the Committee should start thinking about potential updates to the loan funds guidelines. Such updates could include things like stating that any recasting of loans need to go back to the Selectboard for approval. Mark will send the current guidelines out to all the Committee members so they can review them prior to the March 2026 meeting. Lori said that GMEDC's contract with the Town would also need to be renewed soon.

2026 Committee Schedule: An official list of 2026 Committee Meeting Dates was not included on this meeting's agenda, but given the normal schedule being the first Wednesday each quarter, the dates would be: March 4th, June 3rd, September 2 and December 2nd, 2026. Each meeting would be at the regular time of 8:30 a.m. Each person present said these dates should be fine for them. Mark will send out calendar invites and the list will be included on the March 4th agenda to be officially approved. Lexi will see that the dates are posted online as a draft until then.

New Committee Members: Crystal reminded everyone that the Committee still has an open position. She will say that in her presentation to the Selectboard on December 9th to help get the word out. As the Committee is now made up of bankers, it would be good to get a downtown business owner of the Committee to provide a different point of view.

Adjournment

Mike Gabriele made a motion to adjourn the meeting, Crystal Pearson seconded the motion, and the motion passed unanimously.

The meeting adjourned at 9:26 a.m.