

# WASHINGTON COUNTY LOCAL DEVELOPMENT CORPORATION

## Board of Directors

Friday, May 15, 2015

8:45 a.m. Meeting

Members Present: Seth Pitts, Jim Lindsay, Dave O'Brien, Dave Dumas, Dan Shaw, Chic Wilson, Rich Norman, Jay Niles, Mitch Supernant, John LaPointe, Bob Shay, Jared Humiston, Cassie Fedler and Dana Haff.

Others Present: Deanna Derway, WCLDC President

Chairman Pitts called the meeting to order at 8:42 a.m.

After reviewing the minutes from the March meeting, Rich Norman made a motion to approve as presented and Chic Wilson seconded. There was no further discussion and it was approved unanimously.

Next, we reviewed the March and April monthly financials. Rich Norman made a motion to approve and Bob Shay and Dana Haff seconded. There was no further discussion and they were approved unanimously.

Next, Deanna and Seth updated the Board on the Bi-County Loan Fund and explained the details of the meetings in regards to the proposed loan partnership with EDC Warren County. Deanna presented the proposed Memo of Understanding (MOU) that would be in place between the two entities. The Board discussed the request for the LDC to put up an unknown amount of money towards the Loan Loss Reserve associated with the account and numerous members wanted to know the benefits of participating in this fund other than to show cooperation between counties. There is no financial benefit to Washington County as the grant application is in the EDC's name so it would be an alternate avenue for funding although the project would be limited to capital projects. The Board did not see the benefits to Washington County of approving this agreement and Dana Haff made a motion to deny entering into this MOU. Rich Norman seconded and it was denied unanimously.

Deanna then presented the current loan portfolio and reviewed the current status of the loans. Deanna explained to the Board that we entered into a payment plan agreement with Skenesborough Gardens in order to get them caught up on the delinquent funding. Eric Dupuis made his payment a little bit behind schedule because there was an issue with an account being frozen at the bank, this issue has been corrected and payment has been received. Other than these, all loans are current and in good shape.

Next, the Board discussed the need to update the WCLDC website so that it is more user friendly, smart phone accessible and easy for WCLDC staff to update. The WCLDC received a letter from Pepe Productions, who has provided WCLDC website updates in the past, stating that they can no longer work with us as they have an exclusive contract with EDC Warren County barring work with other ED groups. Deanna met with the County IT and Legal departments to explore the possibility of bringing the WCLDC website to the new Washington County website platform. Attorney Wickes and IT both found no issues with this. They would however, like the LDC to use different color scheme than the County to delineate between the two. The cost for the first year including the color differentiation would be about \$4,500 and then \$650 annually after that which, includes updates, web hosting etc. The WCLDC would be able to manage all content on the site and make changes anytime. The WCLDC had not planned to make these changes and therefore did not budget that amount but, instead \$2,000 for the year. On May 12<sup>th</sup> the Audit and Finance Committee approved a recommendation to the full Board to move \$3000 from the Loan Fund Reserve line item to the Website line item. Rich Norman made a motion to approve the re-appropriation of funds and it was seconded by Dana Haff. There was no further discussion and it was approved unanimously. Deanna will reach out to the IT Department in order to start the process.

Next, Deanna gave the following reports to the Board:

- ~ Introduction of Dave Dumas who is the newly appointed designee to the LDC Board of Directors and is representing the Town of Fort Ann.
- ~ 7 members of the Board of Directors completed the PAAA required training as a group on May 8<sup>th</sup>.
- ~ Jared Humiston also completed his training on March 25<sup>th</sup>.

~ The LDC Annual Event Business Showcase will be held on June 11<sup>th</sup> at the Whitehall Athletic Club from 3-6 pm. Deanna provided copies of registration forms and Save the Dates and encouraged the Directors to share this information with members of their Town Boards and constituents.

~ The loan that was approved for Northeast Stonecraft Ltd. will no longer be funded by the LDC as the owner will be taken on as a contractor for a year by Champlain Stone and then will re-assess after year 1. Mike thanked the LDC for working with him through this process.

The Board also talked about ways to protect ourselves as we continue to see funding requests that far exceed what we are used to. They discussed potentially capping the amount of loan funds that can be requested at one time. The Loan Review and Governance Committees will discuss this and will send a recommendation to the full Board over the next few months.

The meeting was adjourned at 9:31 am. Motion made by Rich Norman, seconded by Cassie Fedler and approved by all.

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Seth Pitts, Chairman

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Date

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Dave O'Brien, Secretary

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Date