

**Community Development
Loan Committee Meeting
Draft Minutes of September 1, 2017**

- **Roll Call**
Committee Members Present: Chris Bouchard, Chris Brann, Dana Bonenfant, Nikki Chabot, Ann Parker, Greg Whitney
Committee Members Excused: Celia McGuckian
Staff Present: Yvette Bouttenot, Zach Lenhert and Alison Pepin
Other: Ed Dox

- **Minutes - Review of meeting minutes of July 28, 2017**
MOTION: Christopher Brann 2nd by Dana Bonenfant to approve minutes after correcting a typographical error.
VOTE: 6-0-0 in favor

- **Loan Pool Balance Report Review –**
Discussion only – no action

- **Loan Requests –**
MOTION: Christopher Bouchard, 2nd by Ann Parker to move that the Community Development Loan Committee enter executive session at 8:30 am in accordance with Title I MRSA Section 405, Section 6, Permitted Deliberations F – Discussion of information contained in records made, maintained or received by a body or agency when access by the general public to those records is prohibited by statute. Other parties included are the Community Development Manager, Accounting, Compliance Underwriter, Community Development Housing Coordinator and Code Enforcement Officer.
VOTE: 6-0 in favor
MOTION: by Christopher Brann, 2nd Ann Parker to come out of Executive Session at 9:20 AM.
VOTE: 6-0-0 in favor

- **Craft Brew Underground, Michael Williams Jr. – Request for a \$10,000 loan from the STAR Business Loan Program**
MOTION: by Ann Parker, 2nd by Nikki Chabot to approve the loan as requested subject to a satisfactory review of a lease agreement by authorized staff.
VOTE: 4-0-1 in favor – (Greg Whitney abstained from the vote; Dana Bonenfant left the meeting at 9:00 AM.)

- **Debra Cusson, 53 Third Street, Loan & Grant Request of \$17,122. Applicant has requested a waiver of the match.**
MOTION: by Christopher Bouchard, 2nd by Ann Parker to approve the loan request and waiving the match requirement with the recommendation that the client seek financial counseling.
VOTE: 3-0-2 in favor – (Nikki Chabot and Christopher Brann abstained from the vote)

- **Other Business** – none
- **Next Meeting** – October 6, 2017
- **Adjournment** –
MOTION: by Ann Parker, 2nd by Christopher Bouchard to adjourn the meeting at 9:30.
VOTE: 5-0 in favor

Respectfully submitted,

Yvette Bouttenot
Community Development Manager