

**DRAFT**  
**ENERGY SETTLEMENT FUNDS WORKING GROUP**  
Wednesday, August 20, 2014 12:00 PM  
Planning Services Department,

**MINUTES**

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**Present:** Kim Ellison, Rod Francis, Russell Rice, Elizabeth McLoughlin

**Apologies:** Kate O'Connor

1. **Meeting Called to Order:** 12:15PM
2. **Approve Minutes**—*August 8, 2014* Kim Ellison moved that the minutes be approved. 4-0
3. **Public Participation**—*None*
4. **Update on WCEDP ACCD Workshop**—Ms. Ellison and Mr. Francis shared copies of the handouts with Group and discussed the range and type of entities represented at the Workshops. Particular attention was given to:
  - a. workload impacts on the Group and staff
  - b. suitability of possible projects to WCEDP—will entities be able to meet reporting and monitoring requirements
5. **Application Review Draft Document**—Mr. Francis sought feedback on a draft of the WCEDP in Brattleboro Information (a guidance and application document for entities seeking additional support from Brattleboro (through SBAP or similar). Mr. Francis is to prepare a document that:
  - a. clarifies the purpose of collaboration for applicants
  - b. distinguishes more clearly between the 'conformance with Town Plan review' step versus added, specific offers of Town support
  - c. explains more *how* the Town can offer specific targeted assistance for a project that will be more likely to be funded through the WCEDP process that also demonstrates a strong response to goals and policies contained in the 2013 Town Plan
  - d. is shorter in length
6. **VCEDP Program Income Report**—Ms. Ellison shared information on the Program Income and Unrestricted Revenue Report. The total available funds for disbursement through SBAP is \$310,266.00. Meanwhile with limited provision for uncollectable loans the Program Income is projected to earn on average just under \$90,000.00 each year for the following three years. This information is helpful in indicating how many loans can be written under SBAP (minor \$40k or less; major \$41k to \$100k), and then further projecting income derived from such loans (again making provision for any uncollectable loans).

Ms. Ellison made an important observation that the WCEDP RLF program has a limit of 30% of total project cost for the loan amount (WCEDP+VEDA cannot exceed 60%). The question for the Group would be whether to incorporate similar limits in the Brattleboro SBAP major program requirements.

7. **Adjournment**