

**Lake Champlain – Lake George Regional Planning Board**

**Executive Committee**

**March 19, 2020**

**11:00 am**

**TELECONFERENCE**

**(per Executive Order 202.1 as part of the COVID-19 pandemic response)**

**United States: (872) 240-3311**

**Access Code: 963-219-997**

**Attendance**

**Board:**

Dave O'Brien, Chairman

Beth Hunt, Secretary

Al Nolette, Treasurer

**Staff:**

Beth Gilles, Director

Andrea Palmer, Economic Development Coordinator

**Agenda:**

1. Approval of June 4, 2019 minutes
2. Approval to instate interest only payments for loan recipients for April, May and June 2020 as a result of the COVID-19 pandemic
3. Approval to waive late fees accumulated between 3/16/20 and 6/30/20 on a case-by-case basis at the discretion of LCLGRP Director or staff designee

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Chairman O'Brien called the meeting to order at 11:08 am.

**Approval of Minutes**

Ms. Gilles asked if there were any changes to the June 4, 2019 minutes. No changes suggested. Motion to approve the minutes by Mr. Nolette, seconded by Ms. Hunt. Motion passed.

**Interest – Only Payments for Current Loan Recipients**

Ms. Gilles discussed the conversations that she and staff have been having regarding reducing the burden on current loan recipients. Although many options are available, Ms. Gilles would like to see the RPB provide interest only payments for 90-days from the date that the office is contacted. Interest

payments are important to the RPB's operations and need to continue. Mr. Nolette asked if Glens Falls National Bank has the ability to put the loans on interest-only payments. Ms. Gilles stated that she spoke with the bank yesterday and they will be able to put the loans on 90-days interest-only after we request it.

Ms. Gilles explained the process: The RPB will put out a notice to current loan recipients that we are willing to work with them, but they need to contact RPB staff. Once they contact us directly, RPB staff will tell them that interest-only payments for 90-days are being offered. Andrea has created a two-page document for the loan recipient to sign, which the RPB's legal council has looked over and approved. Once the signed document is returned to RPB staff, we will contact the bank and ask them to put the account on 90-days interest only.

Mr. Nolette made a motion to give the Director the Authority to enter into loan modification agreements for interest-only payments for 90-days from the point of contact with the agency. Seconded by Ms. Hunt. Motion passed.

#### Waiving of Late Fees

Ms. Gilles asked to be given the authority to waive late fees that are accumulated between 3/16/20 and 6/30/20 on a case-by-case basis. Mr. O'Brien indicated that he would like to see a blanket waiver of late needs in that time period, not on a case-by-case basis. After 6/30/20, we will reassess based on how long the crisis continues.

Mr. Nolette made a motion to waive all late fees accumulated between 3/16/20 and 6/30/20. Seconded by Ms. Hunt. Motion passed.

#### Further Reduction of Burden to Loan Recipients

Ms. Gilles asked to be given the authority to further reduce payment burdens on current loan recipients on a case-by-case basis. This would include deferring all payments, including interest, for up to 90-days.

Ms. Hunt made a motion to authorize the Director to enter into additional loan modification agreements on a case-by-case basis after conferral with the Chairman of the LCLGRP Board and Chairwoman of the Loan Committee. Seconded by Mr. Nolette. Motion passed.

Mr. O'Brien mentioned the work that RPB staff is doing to put together a working capital funding package available to small businesses affected by the COVID-19 pandemic. Ms. Gilles stated that staff is working on a program framework that will be provided to the Loan Administrative Committee for comment. Once the Loan Administrative Committee is comfortable with it, it will go to the Executive Committee for approval. Once approved, Ms. Gilles will provide the Economic Development Administration with the temporary changes to the RLF Plan relating to this program, which EDA has said is possible to perform. We must have a definitive amount of time that the modifications are in place. Once EDA approves the modifications, we can open the program.

Ms. Gilles also mentioned that loan recipients put on 90-days interest only will be required to check in with RPB staff every 30-days so that we can keep in contact and keep a pulse on what is happening within their businesses.

Meeting adjourned at 11:19 am.