



**TOWN OF ROCKINGHAM**  
**REVOLVING LOAN FUND COMMITTEE**  
**MINUTES of November 7, 2014**  
**(UNAPPROVED)**



Call to Order at 9:07 a.m.

Present: Hugh Haggerty, Peter Golec, Katie Dearborn,  
Francis Walsh, Development Director.

Absent: Ann DiBernardo

Excused: Peter Stolley

Applicant: Kevin Corliss representing C&K Foods

The Committee received the monthly spreadsheet update on outstanding loans. (spreadsheet attached to Minutes) The balance available was reported by Walsh at \$306,920.89

Kevin Corliss, representing C&K Foods, was introduced to the Committee. Kevin and his partner, Chris Napolitano own a food processing business that has outgrown its current location in Windsor. C&K is negotiating a Lease for space at 9 Spencer Drive in Rockingham. Their plans are to construct an FDA approved production clean room in the 9 Spencer Drive facility. In addition, C&K will install a pre-treatment system for water used in the processing and cleaning of their operation.

C&K will open their operation in early 2015 with 3 full-time and 2 part-time employees. At present, C&K contract packages specialty food products for several small scale Vermont sauce, condiment, and preserve businesses. The new space in Rockingham will allow them to increase their client base, as well as allow them to produce their own signature product line; "Mrs. Napolitano's"

After discussion of the business plan for C&K, the Committee is recommending to the Selectboard that a loan of \$40,000. at 4.25% for 84 months be made to C&K Foods. Monthly payments would be \$555.37. Katie Dearborn made the motion for this loan with the following requirements: Personal financials be submitted, along with personal tax returns for the past year for both partners. In addition, UCC filing on business assets, the Committee would recommend that the Town agree to subordinate this filing in the future if the business expands and requires financing from a bank. Motion was seconded by Hugh Haggerty and passed unanimously.

The recommendation will go to the Selectboard at their November 15, 2014 Special Meeting.

A second request came before the Committee from Mountainside Tattoo for a loan in the amount of \$3,000 to purchase replacement windows for 55 Square. The request came from Alex Lawrence who was not in attendance at this meeting. Alex owns the building, and has been given approval by the Design Review Board for the windows he is purchasing. Motion was made by Katie Dearborn to recommend the request to the Selectboard with the following conditions: Alex Lawrence must submit 3 months most recent bank statements, provide a list of assets, and have an automatic withdrawal of the monthly payment to the Town set up at his bank. The motion was seconded by Peter Golec to recommend a loan with the

conditions to Alex Lawrence of Mountainside Tattoo in the amount of \$3,000. For 24 months at 10% interest. Monthly payments would be \$138.43.

Other business: The Committee discussed offering Shona Grill interest only payments on their loan through February, 2015. The motion was made as being done as an administrative extension by the Development Director and the Town Manager. Motion seconded by Hugh Haggerty. Motion passed unanimously.

A discussion regarding legal representation at loan closings was had. Walsh has asked for several law firms to submit their quote for reviewing loan closing documents and being present at loan closings. The Committee agreed that this is a practice that needs to be put back in place.

A short discussion ensued regarding bank participation and servicing of loans. Presently, the Development Office and the Town Finance Office monitor the loans made by the Town from the Revolving Loan Fund. It was suggested that we look into having this service handled by a financial institution. Walsh will pursue this and ask for proposals from local banks.

Being no further business to come before the Committee, motion was made to adjourn by Hugh Haggerty, seconded by Katie Dearborn to adjourn. The Committee adjourned at 10:40 a.m.

Submitted by Francis Walsh

November 7, 2014