

I. Call to Order

Members Present: Jessie Baker, Angela Aldieri, Eric Vorwald

City Staff Present: Members above, Heather Carrington and Paul Sarne

Guests Present: None

Call to Order by: Heather Carrington

Meeting Start Time: 10:06 am

Minutes Recorded by: Heather Carrington

II. Discuss Evaluation Criteria

The loans are evaluated based upon scoring criteria established in the original Winooski Small Business Loan policy guidelines. However, several questions related to the evaluation criteria and scoring thresholds were discussed and clarified by the committee at our April 30th meeting. In order to ensure a fair, consistent and impartial evaluation process the committee has established the following guidelines:

Program Eligibility

- Businesses with known code violations are eligible for funds, with the condition that receipt of funds requires the business to meet code standards by the end of the loan term.
- Home operations with no storefront are eligible for funds and will be evaluated based on the loan fund scoring criteria.
- Based on the limited available funds, loan applications must meet a threshold evaluation score of at least 5 points of a possible 10 points in order to receive funding.

Committee Discussion of Evaluation Criteria

Years in Operation – this criterion gives higher scores to businesses that meet thresholds for years in operation as a means of demonstrating financial viability. This criterion reflects the program credit analysis exemption for businesses that have been operating for at least 3 years, and establishes a tiered point system for extending that rationale across applications.

- 2 pts = 3 years or more
- 1 pt. = 1 year to just under 3 years
- 0 pt. = under 1 year

Vacancy

The original WSBL evaluation form was based on filling vacant space. This criterion has been adjusted for the Covid-19 relief funds to focus on whether loss of a business would result in highly visible storefront vacancy. The scoring tiers are as follows:

- 2 pts. = downtown or gateway corridor location
- 1 pt. = storefront outside downtown and gateways
- 0 pt. = no storefront

Jobs

The original WSBL evaluation looked at creation of jobs. For the purposes of the Covid-19 relief funds, the committee is looking at number of jobs retained. Scoring functions as follows:

- 2 pts. = 11 jobs or more retained
- 1 pt. = 1-10 jobs
- 0 pt. = 0 jobs

As currently structured, there would be little likelihood of any applicant receiving 0 points. The committee will revisit this system at our next meeting to potentially adjust the threshold numbers.

Desired Business Type

The criteria as initially written evaluated whether an applicant was adding a desired type of business to the community, based on the Economic Development Strategic Plan community survey results. In evaluating the emergency loan applications, the committee considers whether the loan will help to retain a desired business type. Scoring tiers are:

- 2 pts = a business type in the top 10 (of approximately 30) desired business types, OR a business that meets multiple desired business categories within the list
- 1 pt. = business type in the top 11-30
- 0 pt. = not among the list of most desired business types

Certified Minority-owned or women-owned business

Criterion remains unchanged from original loan program.

Improves previously deteriorated commercial space or property and Assists business in complying with city code requirements criteria are not considered for purposes of the Covid-19 Relief Loan Fund.

III. Executive Session pursuant to 1 V.S.A. § 317

Decision: Enter Executive Session

Motion by: Jessie

Second: Angela

Committee entered executive session to discuss and evaluate applications for Tier 4 loans. No voting occurred in the session, but was instead held for open session in the next agenda item.

IV. Vote on Recommendations to City Council for Loan Approvals

The Committee voted to recommend approval for loans to: Birdfolk Collective, autumn records, and Sally's Flower Shop. The Committee voted to recommend denying the application for Dave's Painting & Plus based on scoring that did not meet the threshold score for award.

V. Adjourn

Decision: Meeting Adjourned

Motion by: Jessie

Second: Angela

Meeting adjourned at 10:43 AM

DRAFT