



Central Vermont Regional Planning Commission

EXECUTIVE COMMITTEE

April 24, 2017

4:00 p.m. at CVRPC's Office

AGENDA

4:00 Adjustments to the Agenda

4:02 Public Comment

4:05 Line of Credit (enclosed)*

Decision whether to proceed with the Line of Credit as offered. Authorize the Chair to sign the loan.

4:15 Adjourn

*Denotes anticipated action item

NEXT MEETING: Monday, May 1, 2017 at 4:00 p.m.



MEMO

Date: April 21, 2017

To: Executive Committee

From: Bonnie Waninger, Executive Director

Re: Line of Credit

I am requesting Executive Committee take two actions:

- 1) approve to proceed with a Line of Credit (LOC) for \$25,000 for the terms offered by People's United Bank, and**
- 2) authorize the Chair to sign the offer if he and the Executive Director agree it meets the Commission's needs and its terms are acceptable.**

What are the Line of Credit terms?

The Line of Credit was approved for \$25,000 at a rate of Prime plus 2.75%. There is an annual fee of \$150 and a onetime fee of \$54.00 for the UCC filing. The Committee requested CVRPC pursue a \$50,000 Line of Credit.

What action must CVRPC take?

CVRPC must approve proceeding with the loan before April 27, 2017 to address bank compliance requirements. Acceptance or refusal of the counteroffer must be received within 14 days of the offer letter. Due to a zip code error, CVRPC did not receive the letter until yesterday.

Will additional action be required?

Yes. CVRPC must sign the loan documents. Approval to proceed only indicates the amount is acceptable with an expectation is that the loan documents will be signed. CVRPC will need to submit a letter stating who has authority to sign on behalf of the organization for the loan. If the full board decides not to proceed with the loan, the bank will status the loan request as approved but unaccepted.

Does CVRPC still need the Line of Credit?

Yes. Currently, CVRPC's cash flow is acceptable. Multiple projects are underway with significant contractor expenses. If bills from contractors arrive too closely together and the LOC is not in place, CVRPC would need to delay contractor payment. State and federal agreements require timely payments to contractors.



4/13/2017

Byron Atwood
CENTRAL VERMONT REGIONAL PLNIG COMM
29 MAIN ST UNIT 4
MONTPELIER VT 0560-2295

Dear Byron Atwood,

People's United Bank, N.A. is pleased to approve your business loan application and offer to make a loan to you for business purposes in the amount of \$25,000.00 subject to the conditions set forth below.

We may request from you for our review additional information or documents. These will be described and explained to you by your relationship manager.

Your relationship manager will provide to you details of required terms and conditions that must be met to our satisfaction; these terms and conditions can include the absence of any adverse public information about you or your business.

If you do not provide the requested documentation or fail to meet the required terms and conditions, People's United may reduce the amount of credit we offer to you, change the terms of credit or decline to extend credit to you.

Sincerely,

Amy White

Amy White
People's United Bank, N.A.