

Minutes submitted by: K. Toombs Minutes Approved:

## Glenville Local Development Corporation

Meeting Minutes: February 27, 2013

Persons Present: J. Martin, J. Valachovic, R. Usas, S. Osswald, K. Toombs  
B. Nissley, C. Hebbard, C. Watson

Absent: None Town Employees: J. MacFarland

Meeting Commenced at: 7:33 a.m.

Motion to accept minutes of February 9, 2013. Usas/Valachovic, unanimous

\_ President's Report: by J. Martin

o Motion to approve the hiring of John Hartzell of Nolan and Heller, as Counsel and authorizing J. Martin to enter into a retainer agreement as drafted.

Usas/Valachovic, unanimous

o Discussion of bookkeeping and accounting needs. No positive responses have been received for accounting. Two responses have been received expressing interest in auditing work from Marvin & Co. and Bryans and Gramuglia. J. MacFarland to inquire of both as to specific ABOs or LDCs they have provided services for as well as hourly rates.

o Discussion of appropriate physical location for checkbook, desirability of obtaining PO Box, management of checks received and transmittal of information of members, desirable protocols for auditor and ABO.

\_ Business Development & Recruitment Committee, Report by B. Nissley

o Meetings scheduled for every other Friday at 7:00 a.m. at Glenville Queen. Next meeting March 8, 2013.

o Update on search for additional committee member.

o Update on background of Glenville Resident Survey to be developed.

o Tie in to be developed on Town web site.

o Tag line: "Glenville – It's All Right Here!"

\_ Loan Review Committee, Report by C. Hebbard

o Update on search for additional committee members.

o Background discussion on loan review policy and guidance, including due diligence, terms of loans, determination of rates/schedules, with separate programs for micro and macro loans.

\_ Governance Committee, No Report

Next Meeting: March 12, 2013 at 7:30 a.m.

Meeting Adjourned at: 8:51 a.m.