



**ADDISON COUNTY ECONOMIC DEVELOPMENT CORPORATION
BOARD OF TRUSTEES
MEETING MINUTES**

July 24, 2025 | Facilitators: Jason Laroque & Alex Armani-Munn | Recorder: Nichole Bachand-Bartlett

Present In-Person: Mark Foster, Richard McKerr, Camille Lyons, Alex-Armani-Munn, Nichole Bachand-Bartlett

Present via Teams: Chris Lapierre, Jason Larocque, Gina Larrow, Susan Ritter, David Castle, Adam Longee, Darcy Tarte, Ryan Bartlett (7:58 AM late)

Absent: Renny Perry, Bob Ortmyer, Nicole MacTavish

Call to Order:

Jason called the meeting to order at 7:32 AM

Changes to Agenda: Alex to share information about the New Member Promotion, add to agenda after business related to grants and engineering contract, to update the board outside of staff report.

Motion: Richard | Motion to accept revised Agenda | 7:34 AM | Seconded by Mark | VOTE: 9-0-0

Minutes of the June 26, 2025, Board Meeting:

Motion: Richard | Motion to accept June Minutes | 7:35 AM | Seconded by Mark | VOTE: 8-0-1 [Darcy]

Executive Director Report: Alex Armani-Munn

- Financial Reporting will shift from quarterly to monthly
- Two potential new board members. Alex will engage nominating committee in August.

Staff Activity Report: See Board Packet

Citizen Comments: None.

Agenda Items:

- **Otter Creek Engineering Contract:**
 - Contract has been executed and approved by the Town of Middlebury
 - Recommend ACEDC added COI (conflict of interest) disclosure to contract
 - Susan Ritter will abstain from the project, as she is an officer of the college

Motion: Adam | Motion to approve adding COI | Seconded by Chris | 7:48 AM | VOTE: 7-0-0



- **Grant Compliance and Procedure Policy:**

- Alex indicated that staff has created a new fee structure for grant services that will be presented by Camille.
- Alex pointed out that current ACEDC policy requires board approval for all grants that ACEDC staff applies for, whether for ACEDC or on behalf of another organization. This presents logistical issues that will inhibit staff's ability to meet grant deadlines.
- Board acknowledged that grant services, including applications, is a function of staff operations and should not require Board oversight unless ACEDC funds are being expended, as written in the current bylaws.
- Camille presented updated fee structure and documented the different components of ACEDC's grant services.

Non-official VOTE: Directing staff to make proposed updates to grant policy language | 8:10 AM | VOTE 10-0-0

- Staff will update the grant services policy to reflect Board-supported updates and present at next Board meeting for formal adoption.

Motion: Susan | To approve updated fee structure for grant services | Adam seconded | 8:11 AM | 10-0-0

- **New Member Promotion:**

- Alex discussed a promotional program for new membership.
- Under the program, ACEDC will donate a portion of the annual dues received from new members to the downtown organization where that business is located.
- Alex indicated that the Chamber was approached about receiving donations from dues for new members located outside the three municipalities that have downtown organizations. However, the Chamber declined.
- Alex has negotiated MOUs with downtown organizations and will sign with Board support. Board indicated support for the promotion.
- Promotion will be evaluated at the end of the year and possibly carried on in 2026.

Executive Session: None.

Adjourn: Motion: Sue | Motion to Adjourn | Seconded by Mark | 8:28 AM | VOTE: 10-0-0