



ADDISON COUNTY ECONOMIC DEVELOPMENT CORPORATION BOARD OF TRUSTEES

Meeting Minutes | August 21, 2025

Present In-Person: Alex-Armani-Munn, Camille Lyons, Mark Foster, Richard McKerr, Renny Perry, Chris Lapierre, Nichole Bachand-Bartlett, Jason Laroque.

Present via Teams: Bob Ortmyer (left 8:00AM), Susan Ritter, Ryan Bartlett, Nicole MacTavish (left 8:00AM)

Absent: Adam Longee, Gina Larrow, Darcy Tarte, David Castle

Call to Order: Jason called the meeting to order at 7:34 AM

Introduction: From all present in-person

Changes to Agenda: None

Motion: Chris | Motion to approve the Agenda | 7:35AM | Seconded by Richard | VOTE: 9-0-0

Minutes from July 24, 2025, Board Meeting:

Motion: Renny | Motion to approve July minutes | 7:36 AM | Seconded by Richard | VOTE: 9-0-0

Executive Director Reporting: [Documents on SharePoint]

- July Staff Activity Report
 - Alex indicated that full staff report is available for review on SharePoint and then highlighted the following items:
 - Camille will transition to remote work and eventually depart ACEDC in January.
 - Plans for future staffing will be presented at the next Board meeting.
 - Work at Middlebury Industrial Park continues to advance. Project update meeting is scheduled, and a more substantive update will be provided at September Board meeting.
 - Loan activity continues to be steady with one new application scheduled for review by loan committee in September and two other potential applications in the pipeline.
 - Staff continues to work on funding applications to recapitalize USDA-RD RLF.
 - Recapitalizing the USDA-RD RLF may require matching funds, which could be sourced from ACEDC RLF. Alex will bring this to the Board for further discussion pending the outcome of the current funding application under review by USDA-RD.
 - Housing development continues to be a high priority and staff continues to work closely with municipal partners to support new development.
 - Alex recently met with Bristol's new town administrator. The new administrator will be assuming the Board seat designated for Bristol beginning in September.
- July M&C Report: Available on SharePoint.

Citizen Comments: None



1.0 Agenda | Action Items:

- Grant Policy Update: [See revised Grant Policy in SharePoint]
 - Alex provided an overview of changes made to ACEDC's grant services policy following discussion at the July meeting.
 - Changes include:
 - Striking the requirement for Board approval of all grant applications and allowing staff to submit applications at the discretion of the executive director.
 - Alex clarified that applications requiring the expenditure of ACEDC funds will still require Board approval per bylaws.
 - Updates to grant services fee structure: Staff has created a fee structure that incentivizes membership. Specific fees may vary by grant program and the services to be provided, but for the most part fees will be charged on an hourly basis to non-members and waived for members.
 - Jason inquired why fees were so low. Alex responded that fees were intentionally kept low to accommodate the tight budgets of the non-profits, municipalities, and small businesses that often have the greatest need for assistance.
 - Chris asked if staff tracks hours spent on grant services. Alex confirmed that hours are tracked for grant work, further indicating that often times hours tracking and reporting is required in order to collect administrative fees.

Motion: Grant Policy Changes

Motion: Renny | Motion to approve Grant Policy changes | 7:53 AM | Seconded by Mark | VOTE: 9-0-0

2.0 Agenda | Information/Discussion Items:

- Housing Research & Strategy Recommendations: Presentation by Summer Intern Anna Bouchard
 - ACEDC summer intern Anna Bouchard shared a presentation on research she did into the housing shortage in Addison County and shared a series of recommended strategies for ACEDC to consider in addressing this shortage.
 - Renny commended Anna's presentation and thanked her for work.
 - Alex indicated that staff will bring several of Anna's recommended strategies forward to the Board for future discussion and consideration.
- Discussion on member retention
 - Alex presented an update to the Board on member retention, indicating that there are currently 25 "open" renewals representing nearly \$15,000 in annual dues.
 - Alex requested that an ad hoc committee of board members be convened to review the list of open renewals and discuss outreach to specific members.
 - Jason asked if a standing committee had previously been established to review and discuss membership. Alex verified that the most recent committee activity related to membership was focused on reviewing levels for membership dues.
 - Susan indicated that in the past Board members were tasked with leveraging personal relationships to support member retention.
 - Alex indicated that he would reach out to the Board via email to organize an ad hoc committee to review open renewals and delegate outreach.



- Discussion on Board recruitment and nominations
 - Alex recently discussed Board nominations with the executive committee after receiving interest from two community members in potentially joining the Board. The executive committee requested a Board discussion around the preferred number of Board seats prior to considering any new nominations/appointments.
 - Alex related to the Board that the number of Board seats currently sits at 13 and will increase to 14 once the new Bristol Town Administrator joins the Board in September. Alex informed the Board that the number of Board seats is presented and voted on by members at ACEDC's annual meeting in November.
 - Some discussion ensued on best practices for Board recruitment with an acknowledgement that recruitment is the purview of current board members and not staff.
 - Board members then expressed a general consensus that the current number of seats is favorable and that increasing the number of seats is not necessary.
 - Alex provided an overview of current Board member terms for context on future vacancies, indicating that Gina will be stepping down from the Board at the end of the year, opening up a seat in 2026.
 - Alex asked the Board what their interest/expectation is for future discussions on the number of Board seats and possible appointments.
 - The Board requested that Alex bring forward an action item at the September meeting for the number of Board seats to be proposed at the Annual Meeting and any potential nominees to fill Gina's seat.

Executive Session: None

Adjourn:

Motion: Susan | Motion to adjourn | 8:31 AM | Seconded by Mark | VOTE: 9-0-0