



## Board of Directors Meeting | Tuesday, January 16, 2024 | 8:15am-9:15am

**IN PERSON: The Hub CoWorks, 67 Merchants Row, Suite 201**

**Remote:** <https://us06web.zoom.us/j/8028021111?pwd=M2tYNHNOU3RzTUZiemkrVmk0MmFvUT09>

Meeting ID: 802 802 1111 Passcode: 559659

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### Agenda

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| <ul style="list-style-type: none"><li>○ Call to Order</li><li>○ Approval of Minutes from December 8, 2023</li><li>○ Executive Director's Report<ul style="list-style-type: none"><li>Introduction – Bill Lucci Hub CoWorks Program Director</li><li>Presentation from Rutland County Pride<ul style="list-style-type: none"><li>William Fourney-Mills</li><li>Sam Davis-Boyd</li><li>Monika Ganguly-Kiefner</li></ul></li></ul></li></ul> <p>Committee Reports</p> <ul style="list-style-type: none"><li>○ DEI (enclosed)</li><li>○ Events (enclosed)</li><li>○ Real Estate (enclosed)</li><li>○ Marketing (enclosed)</li><li>○ Business Development (forthcoming)</li><li>○ Finance (forthcoming)</li><li>○ Policy (forthcoming)</li><li>○ New Business – Election of New Board Members – Potential Action Item<ul style="list-style-type: none"><li>Carly Belden Perry – resume attached</li><li>Michael Ramsey – resume attached</li></ul></li><li>○ Old Business</li><li>○ Adjournment</li></ul> | <p>Shana Louiselle, President<br/>Shana Louiselle, President<br/>Lyle Jepson</p> <p>Shana Louiselle, Chair<br/>Chrispin White<br/>Sue Bishop<br/>MaryAnn Goulette, Chair<br/>Russ Marsan, Chair<br/>Karen Garrow, Chair<br/>Cooper Babbitt<br/>Lyle Jepson</p> |
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### **Upcoming Meetings and Events:**

Real Rutland Feud Committee – Tuesday, January 23<sup>rd</sup> 4:00-5:00pm

DEI Committee – Thursday, January 25<sup>th</sup> 11:00am-12:00noon

Vermont Future Project – Kevin Chew Thursday, January 25<sup>th</sup> 5:30-7:00pm Hub CoWorks

Rutland Ad Hoc Housing Working Group – Friday, January 26<sup>th</sup> 8:30-10:00am

Marketing Committee – Thursday, February 1<sup>st</sup> 11:30am – 12:30pm

Events Committee – Tuesday, February 6<sup>th</sup> 8:00-9:00am

Real Estate Committee – Wednesday, February 7<sup>th</sup> 8:15-9:15am

Rutland Ad Hoc Housing Working Group – Friday, February 9<sup>th</sup> 8:30-10:00am

StartUp Rutland Board Meeting – Friday, February 9<sup>th</sup> 10:30-11:30am

Legislative Breakfast – Monday, February 12<sup>th</sup>, 7:30am Southside Steakhouse – State Treasurer Mike Pieciak guest

Finance Committee – Tuesday, February 13<sup>th</sup> 8:15 – 9:15 a.m.

CEDRR Mixer (Rutland County Pride Center) Tuesday, February 13<sup>th</sup>, 5:00 pm – 7:00 pm

Business Development Committee – Wednesday, February 14<sup>th</sup> 8:15 – 9:15 am

Board Meeting – Tuesday, February 20<sup>th</sup>, 8:15 – 9:15 am



**Board of Directors Annual Meeting Minutes – Friday, December 8, 2023, 12:00 p.m.**

**Present:** Shana Louiselle, Karen Garrow, Sue Bishop, Mary Cohen, Mary Ann Goulette, Amy Laramie, Bill Moore, Traci Moore, Raven Crispino, Cameron Schaefer, Devon Neary

**Staff:** Lyle Jepson, Cooper Babbitt, Chrispin White, Olivia Lyons, Shasta Mattino, Karly Haven

**Guests:** Betsy Bishop and Megan Sullivan of the Vermont Chamber of Commerce; the CEDRR Policy Committee; Members of the public (~10-15)

**The meeting was called** to order at 12:05 p.m. by Shana Louiselle. Sue Bishop made a motion to approve the minutes from the October 17, 2023 and November 14, 2023 meetings of the Board of Directors. The motion was seconded by Karen Garrow and passed unanimously without discussion.

**USDA Authorized Representative**

Lyle Jepson provided background on the USDA Community Facilities Grant application currently pending, and explained that due to Tyler Richardson's departure from CEDRR, the Board needed to authorize a new staff member, Cooper Babbitt, to be the new representative to the USDA for the grant.

Mary Cohen made a motion authorizing Lyle Jepson and Shana Louiselle to sign a letter to the USDA on behalf of the Board of Directors designating Cooper Babbitt as the Authorized Representative of CEDRR for the pending Community Facilities Grant. The motion was seconded by Sue Bishop and passed unanimously.

**Executive Director's Report – Vermont Chamber of Commerce**

Lyle Jepson introduced Betsy Bishop and Megan Sullivan from the Vermont Chamber of Commerce, who made a presentation on the Chamber's legislative priorities going into the 2024 Vermont legislative session. A copy of the PowerPoint presentation is annexed hereto.

**Meeting adjourned at 1:30 p.m.**

**DEI Committee**  
**Minutes from Tuesday, December 5<sup>th</sup> 11:00am-12:08pm**

**Present:** Shana Louiselle-Co-Chair, Jeanette Langston- Co-Chair, Lyle Jepson, Olivia Lyons

**Guest:** Diane Drake, Executive Director of ARC (Advocacy Resources Community)

**Unable to attend:** Traci Moore, Brian Kerns, Leslie Classen, Marissa Arduca, Raven Crispino, Daniel Mora, Danielle Monroe

The meeting was called to order at 11:08am.

Shana welcomed the group and explained to Diane the role CEDRR's DEI Committee is playing. Belonging is the focus.

Diane Drake spoke to the group about her work at ARC. ARC works with intellectually and developmentally disabled members. They are not always received well and/or treated well. If it is a negative interaction with a business, ARC members generally don't frequent the establishment. To help others better understand the lived experiences of ARC members, ability awareness training will take place beginning in January, 2024.

ARC's mission is about "advocacy, resources, and community." Approximately 1/3 of their members are physically disabled. ARC advocates for their right to be valued as citizens in their community, Rutland County. They provide a place for members to go where they are not constrained by their disability. They provide secondary services, but do not provide individualized case management. For example, they work on budgeting. There is a payee who helps members pay their bills. They are generating many referrals for this program. There is a nominal fee for service.

Most ARC members live with families or have guardians that support them. They serve 367 people in Rutland City. The total population served is about 900.

**Advocacy** is Diane's job. Legislative advocacy takes up a great deal of her time. Housing bills are monitored. There is a case management oversight program with two people monitoring case management throughout the state. Disability Awareness month is March. Members will go to the legislature to discuss ARC and their individual needs. Diane advocates for issues such as effective bus routes, sidewalk repairs, etc.

**Resources:** Funding comes from appropriations from 16 towns. Generally, a petition on the ballot is the process. They also apply for grants. There is a grant that provides access to The Bus. Social Tinkering has been a partner. They do not receive state or federal funding. They have action groups that are provided with training, fundraising, leadership training, etc. There is an annual appeal. ARC is creating an efficient database. They have a seasonal newsletter.

**Community:** 2023 is the year that ARC started bringing back a large number of out-facing services. They are creating a safe network of activities: five dances a year, 3-4 outdoor events with sponsors, Action Club meetings - food is always available. Making and keeping friendships is essential. Getting out of the house to meet others is important. Brandon Training School was an institution. Residents then transferred to individual families.

**How can CEDRR help?**

1. Marketing – ARC's 65<sup>th</sup> Anniversary is approaching. Discussed the involvement of the Wing family.
2. Spread the word – CEDRR newsletter

3. Add ARC to CEDRR's newsletter distribution list
4. Support fundraising efforts
5. Support legislation that will provide resources
6. Jeannette is considering brown bag lunch events with high interest discussion topics - lunch & learn. Space in the Hub was suggested, with Social Tinkering creating the content.

Follow up will take place on the items noted above.

Survey Link:

[https://www.surveymonkey.com/results/SM-B5yZcxSFfsB\\_2By\\_2BN6HHecaw\\_3D\\_3D/](https://www.surveymonkey.com/results/SM-B5yZcxSFfsB_2By_2BN6HHecaw_3D_3D/)

Password: CEDRR

**Action Items:**

1. Olivia will reach out to Monika Ganguly-Kiefner on behalf of Rutland County Pride to see if she would be willing to present to the CEDRR Board on January 16<sup>th</sup> at 8:30am (meeting starts at 8:15am).
2. Review discussions with ARC, Rutland County Pride, and DAARA (Disabled Access and Advocacy of the Rutland Area.)
3. Shana will review the strategic plan to determine areas of completion and to determine potential next actions.

**Adjournment:** The meeting adjourned at 12:08pm.

**Next Meeting: Thursday, January 24<sup>th</sup>, 11:00am-12:00pm** - Join Zoom Meeting

<https://us06web.zoom.us/j/8028021111?pwd=M2tYNHNHNOU3RzTUZiemkrVmk0MmFvUT09>

Meeting ID: 802 802 1111      Passcode: 559659



**Event Committee Meeting, Tuesday, January 2<sup>nd</sup>, 2024 8:30 am**

**Present:** Karen Worcester, Amy Laramie, Lyle Jepson, Chrispin White, Olivia Lyons, Penny Inglee

- Discussed upcoming mixer at Chaffee Art Center on Tuesday, January 9<sup>th</sup>
- **Real Rutland Feud** – Saturday, February 24<sup>th</sup> – 7pm
  - Casella Real Estate vs Watson Realty
  - Maple Leaf Clinic vs Rutland Regional Medical Center
  - HFCU vs M&T Bank
  - Killington vs Key Honda
  - Rutland County Pride Center vs Come Alive Outside

We are adding a 50/50 drawing and will be selling team flag. Team meeting is scheduled for Thursday, January, 11<sup>th</sup> at 5:30pm at Southside Steakhouse to take team pictures and go over team rule for the Feud.

- **2024 Mixers:**

February 13<sup>th</sup> – Rutland County Pride Center

February 24<sup>th</sup> – Real Rutland Feud

March 12<sup>th</sup> – VISTA Senior Living

April 9<sup>th</sup> – Business Show – Rutland Rec

May 14<sup>th</sup> – UBS – possibly have in the HUB

June 11<sup>th</sup> – Social Tinkering

July 9<sup>th</sup> – Four Seasons Sotheby's

August 13<sup>th</sup> – Killington Resort

September 14<sup>th</sup> – Whoopie Pie Festival

October 8<sup>th</sup> – Allen Pools & Spa

November – CEDRR Annual Meeting

December 10<sup>th</sup> – HFCU Holiday Mixer

- Planning will begin for the Business Show soon. The show is scheduled for Tuesday, April 9<sup>th</sup> from 5pm – 7pm. Vendors will be asked to be set up by 4pm. We will be researching food options, music and parking.

- **Whoopie Pie Festival** – January is the time to submit a permit to the City of Rutland to shut down Center Street & Merchants Row.
- Chrispin will contact Kelly at KPAA to schedule a few meetings to discuss more future collaborations.
- **Next Meeting:** Tuesday, February 6<sup>th</sup>, 2024 at 8am



## **Real Estate Committee Meeting Minutes | Wednesday, December 6<sup>th</sup>, 2023 | Via Zoom**

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**Present:** Nicole Kesselring, Mark Foley, Andy Paluch, Chris Keyser, Sue Bishop, Lyle Jepson, Cooper Babbitt

The meeting was called to order at 8:17 a.m.

### **112 Quality Lane Updates**

Cooper provided updates on recent work done at 112 Quality Lane. His update included the current status of negotiations with Coke Northeast concerning the creation of a drainage swale and culvert to drain water from the parking lot on the south side of the property. Coke has approved the final plan, and Cooper is in the process of working with counsel to draft easements and determine what approval will be required from the Town of Rutland. Additionally, Cooper provided updates on recent safety and maintenance inspections completed at the property, and which inspections still needed to be completed.

Cooper discussed language in the 112 Quality Lane leases that allows us to pass along certain expenses to tenants, and asked the Committee for its thoughts concerning whether amortized future capital expenses should be passed along, providing historical examples such as repaving the parking lot and improvements to the roof. Mark inquired whether this would be new lease language or if the language already exists. Cooper confirmed that there is already language in the lease allowing CEDRR to pass along such expenses. Mark and Andy both noted that as a mission-driven organization, we should try to limit additional expenses passed on to our tenants, specifically noting that the building hosts the MINT and we should do all we can to support them. A consensus was formed that we should continue not to pass these costs along as a general rule, but that we can always re-evaluate in the future in the event there are expenses relevant to the operations of a particular tenant.

### **Airport Business Park**

Cooper provided an update concerning the Airport Business Park expansion project. Most recently, CEDRR staff and members of the Airport Business Park Board met with two engineering firms. They are in the process of reaching out to references and intend to select a firm soon. Elisabeth Kulas has been working on finalizing the NEPA review, which is required to receive a Notice to Proceed, which we intend to submit in early January 2024.

### **Old Business**

None.

### **New Business**

**Regional Priority Projects:** Cooper discussed the process of compiling a list of Regional Priority Projects to submit to the State Agency of Commerce and Community Development. To committee had a general discussion concerning the listed projects, and Lyle provided a general update on the status of the Berwick Hotel project.

**Vermont Chamber Visit:** Lyle invited the committee to a lunch meeting with the Vermont Chamber of Commerce at The Hub CoWorks on Friday, December 8, 2023. Nicole expressed the importance of the work the Chamber has been doing concerning Act 250, and asked that the topic be highlighted at the meeting.

**Adjournment at 8:58 a.m.**

## **Marketing Committee Meeting Minutes | Thursday, December 7, 2023 | Via Zoom**

**Present:** Mary Ann Goulette, Karly Haven, Olivia Lyons, Lyle Jepson, Liz Alvarado, Michael Talbott,

The meeting was called to order at 11:34 a.m.

### **Liz Introduction:**

Liz Alvarado lives in Brandon and is the Recreation and Economic Development Director for the town of Pittsford. She is joining our committee.

### **GROW Money:**

The state has allocated us the full \$150,000 for Real Rutland (RR) over two years. We have a contract discussion meeting next week and hope to receive the first payment of \$37,500 in January. Please, do not share this information until the state and we have made a formal announcement.

### **World Cup/Mountain Times Advertising:**

Real Rutland had a full-page ad in the Killington FIS World Cup program and in the Mountain Times (MT) paper. Olivia is also working with Polly and Jay to create content for both MT and RR featuring interviews with families who relocated here and young people who skied 100 days before or after work.

### **Town Visits:**

Olivia and Lyle are visiting towns asking for money from Rutland County towns. They went to Pittsford this week, visited Middletown Springs last month, Proctor and Danby are scheduled for next week.

### **Real Rutland Feud:**

Nine of the ten teams have been confirmed. The Real Rutland Feud proceeds go to the Real Rutland Marketing Initiative, so we will work on advertising soon and push teams to help advertise. Mary Ann suggested we host a pre-game before the show with Real Rutland program participants. Mary Ann, Liz, and Karly have volunteered to help host this, the CEDRR staff will be very busy that day preparing for the event. Mary Ann suggested we use some of the money from the GROW Program to buy tickets and give them to Real Rutland Program participants or they could win tickets by knowing Rutland trivia.

### **Legislative Breakfast:**

February 12 at 7:30 a.m. at Southside Steakhouse. How do we get younger people to attend? Mike Pieciak will be there, he is younger which could be a draw. Lyle said we will reach out to the Rutland Young Professionals. Michael says a weekday breakfast is difficult because most young professionals must go to work and take care of family obligations. Liz suggested brunch instead. Michael said Monday-Friday 9 a.m.-5 p.m. is difficult. Olivia asked if it is worth inviting high school students? Specifically, those in Model U.N.? Lyle asked about Castleton students. Michael said it is hard to get them to show up for 10 a.m. classes, but Rich Clark could have some students. Karly will ask if Rutland County Pride would like to have a representative.

### **Mountain Bike Weekend Getaway:**

The GROW Program has us down for hosting two getaways a year. How do we make this easier on Olivia? The Mountain Bike Getaway successfully reached people, but did not go as well as we had hoped once the one couple was here. It was suggested we host a Ski Getaway instead and potentially open it to families instead of pairs. Lyle said CEDRR will discuss the ideas and update the committee.



**Meet & Greet:**

Lyle and Olivia want to change the events to encourage fun. Olivia is looking into Stonehedge Indoor Golf for March. Liz suggested hosting a Game Night. We would form teams by picking a color from a hat to split people up and open conversations with others. Karly said we could host this in The Hub and that people really like Meet & Greet, and wish they were more frequent.

**Banner of Non-Profits on Real Rutland Website**

Olivia will reach out to non-profits to see if they would like to be on our website. We want to include valuable organizations and locations people would want to visit such as Vermont Professionals of Color Network, NAACP, Rutland County Pride, Wonderfeet Kids' Museum, Paramount Theatre, and The MINT.

**Other**

Michael said Real Rutland was in the original Rutland City budget but was ultimately cut. He said Mayor Doenges is anticipating using some of the contingency money for the Real Rutland Marketing Initiative.

Adjourned at 12:14 pm

**Next Meeting will be held on Thursday, January 4, 2024, from 11:30 am-12:30 pm via Zoom**

# Carly Belden Perry

802-345-8355 | carly@beldencompany.com

## Experience

### **Property Manager, Belden Property Management**

**Rutland, VT**

December 2021 – Present

Manage a portfolio of 15 properties, 49 units and 35 tenants throughout the Rutland area.

### **Closing Specialist, Civetta Property Group**

**Philadelphia, PA**

April 2021 – Present

A subsidiary of Legacy Capital, Civetta Property Group specializes in the sale of new construction homes for Philadelphia's workforce at affordable rates. Work closely with title companies, lenders and the first time home buyers to get each property sold.

### **Operations Manager/Asset Management, Legacy Capital**

**Philadelphia, PA**

August 2017 – Present

Coordinate every step of the loan process from initial closing to the mortgage satisfaction. Manage all assets including outstanding loans and insurance policies across all entities. Work closely with principals of the company to create general operating procedures, CRM setup and management and implementation of new software.

### **Digital Marketing Manager, Long & Foster Real Estate**

**Annapolis, MD**

November 2015 – January 2017

Worked closely with a small team to market properties. Photographed the interior and exterior of each home, edited photos, filmed and produced property videos and maintained website pages for each property to create an attractive marketing package. Designed marketing materials including ads, brochures, postcards and implemented email marketing campaigns.

### **Marketing & Communications Specialist, Maryland Hall for the Creative Arts**

**Annapolis, MD**

August 2011 – November 2015

Collaborated closely with all departments to develop and execute strategic marketing plans with a limited budget. Managed and updated website content and social media pages. Designed marketing materials including ads, catalogs, banners, fliers, posters, playbills, postcards, invitations and other publications as needed. Designed and implemented email marketing campaigns, created graphics and took photos to use for the website and social media for all programs. Wrote and distributed press releases and other communications materials to generate media coverage and participation by the public.

### **Promotions Assistant, Portland Radio Group**

**Portland, ME**

August 2010 – May 2011

Worked with the sales and programming teams to develop on-air/online promotions. Created graphics and updated multiple websites and social media pages.

## Education

University of New Hampshire, B.S. Business Administration, Marketing

# MICHAEL RAMSEY, MPA

## PUBLIC ADMINISTRATOR



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### CONTACT INFO

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### EDUCATION

Randolph College/Ohio  
University *Bachelors of Env.  
Studies/ Master of Public  
Administration*

Relevant Coursework: Public  
Policy, Strategic Planning

### COMMUNICATION

A great organization is built on  
effective communication. I pride  
myself on having the ability to  
both listen and instruct. A great  
deal of my academic research  
focused in this area of skill

### LEADERSHIP

I have been trained to be a leader in  
different sectors including the  
military, volunteer services,  
academia, and public service.

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### EXPERIENCE

**2008-2012**

US NAVY / Petty Officer 3<sup>rd</sup> Class, ESWS/ Seventh Fleet Yokosuka Japan

**2016-2018**

Thomas Jefferson Soil and Water Conservation District / Conservation Specialist / Charlottesville, VA

**2018-2021**

City of Waynesboro Public Works / Senior Operations Coordinator / Waynesboro, VA

**2021-2023**

Town of Proctor / Town Manager / Proctor, VT

**2023 – Current**

Town of Killington / Town Manager / Killington, VT

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### REFERENCES *(AVAILABLE ON REQUEST)*