



## Board of Directors Meeting | Tuesday, April 15<sup>th</sup>, 2025 | 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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|---|-----------------------------|
| 8:15am Call to Order  | Russ Marsan, President      |
| 8:16am Approval of Minutes from March 18, 2025  | Russ Marsan, President      |
| 8:18am Executive Director's Report  | Chrispin White/Russ Marsan  |
| ○ Update on Bring Back The Trades – May Board meeting is May 20 <sup>th</sup>   |                             |
| 8:25am Committee Reports  |                             |
| ○ DEI (enclosed)  | Contact Lyle with Questions |
| ○ Events (no meeting)   | Chrispin White              |
| ○ Real Estate (enclosed)  | Sue Bishop                  |
| ○ Marketing/Business Development Joint Meeting (enclosed)   | MaryAnn Goulette, Chair     |
|   | Russ Marsan, Chair          |
| ○ Finance (enclosed)  | Chris Keyser, Chair         |
| ○ Policy (enclosed)   | Cooper Babbitt              |
| 8:40am New Business   |                             |
| Old Business:   | Russ Marsan, President      |
| Executive Session – Contract issue(s) Suggested motion “_____ made a motion for the Board to enter executive session for the purpose of discussing a contract, where premature general public knowledge would clearly place the Board at a substantial disadvantage.” |                             |
| 9:00am Next meeting – Tuesday, May 20 <sup>th</sup> Visit us during the day between 9:00am and 1:00pm at VTSU-Castleton for Bring Back the Trades Skills Expo 2025  |                             |
| Adjournment   |                             |

### **Upcoming Meetings and Events:**

- DEI Committee – Thursday, April 24<sup>th</sup> 11:00a.m.-12:00noon
- StartUp Rutland gAlpha Final Pitch Night – Streetside Conference Center Thursday, May 1<sup>st</sup> 5:30pm.
- Marketing and Business Development Committee – Friday, May 2<sup>nd</sup>, 11:30am -12:00noon at the Hub CoWorks
- Events Committee – Tuesday, May 6<sup>th</sup>, 4:00-5:00pm
- Real Estate Committee – Wednesday, May 7<sup>th</sup>, 8:15 – 9:15 a.m.
- Finance Committee – Tuesday, May 13<sup>th</sup> 8:15 – 9:15am
- April Mixer with Cape Air at Rutland Airport Tuesday, May 13<sup>th</sup> 5:00-7:00pm
- Business Development Committee meeting – Wednesday, May 14<sup>th</sup> 8:15-9:15am at the Hub CoWorks
- Board Meeting** – Tuesday, May 20<sup>th</sup> 9:00am and 1:00pm at VTSU-Castleton for Bring Back the Trades Skills Expo 2025



**Board of Directors Meeting, Tuesday, March 18, 2025, 8:15 am**

**Present:** Russ Marsan, Ed Bove, Amy Laramie, Chris Keyser, Sarah Furman, Mike Mitrano, Devon Neary, Gina Grove, Sue Bishop, Daniel Mora, Carly Perry Belden, Mary Ann Goulette, Rolf Hirschmann

**Staff:** Lyle Jepson, Chrispin White, Lori Pinkowski, Bill Lucci, Cooper Babbitt, Olivia Bucksbaum, Shasta Mattino

**The meeting was called to order by Russ Marsan, President at 8:16 am**

**Approval of minutes:** Gina Grove made a motion to accept the meeting minutes from the February 18, 2025 meeting. The motion was seconded by Sarah Furman and passed unanimously.

**Executive Director Report** – Lyle described the Bring Back the Trades Skills Expo planned for Tuesday, May 20, 2025, at VTSU-Castleton from 9 am – 3 pm. We’ve invited every high school and tech center in Vermont, and select NH and NY schools. There are currently 700+ students signed up. We are aiming for 1,000. We are recruiting vendors from all over Vermont for students to experience hands-on interaction with these industry professionals and for the opportunity to win prizes. We currently have 30 vendors and are working towards 50-60. Lyle gave a shout out to Russ for spearheading this endeavor. There will also be food and an equipment rodeo.

Chrispin and Russ have been meeting with guidance counselors as well to ensure students are aware of what is available to them. Russ pointed out that CEDRR is acting as a conduit to the students and vendors to increase our exposure and membership and to continue staying in the forefront of the community. Russ ultimately would like to bring the VT, NH and MA governors together to work collaboratively and keep CEDRR at the table for those discussions.

We are hopeful the Governor can attend and hand out scholarships. John Rodgers, Lt. Governor, has penciled us in on his schedule, which will be determined by the pending legislative session schedule.

This event is all thanks to a \$1.25 million grant the Rutland Regional Planning Commission received to support job growth in critical sectors, particularly infrastructure, construction, and clean energy.

As we continue to recruit businesses in the area, Chrispin will be sending a spreadsheet to the Board for review and he asked if anyone had a relationship with any of the businesses, to please make that introduction for us and then connect them to Russ. Please note that the trades careers are not exclusive to just building and mechanical trades but also healthcare, hair salons, credit unions etc.

We will also need many volunteers on the day of the event. Casella will be sending 30 volunteers to help and Gina pointed out that Community Bank, M&T Bank and HFCU offer volunteer hours. Chrispin will connect with them.

**DEI:** The committee did not meet. A series of events has been precluding them from meeting.



**Events:** The mixer last week at Vista Senior Living was well attended and a great event. A special thank you to Daniel Mora for hosting. Our next mixer is Tuesday, April 8<sup>th</sup> and is combined with Prouty's Parlor and Wonderfeet Kids' Museum. This will take place in both locations.

- **Bring Back the Trades:** See Executive Director Report above.
- **Whoopie Pie Festival:** We are actively working on this event and will be setting up a meeting with the committee in the coming weeks.
- **Ribbon Cuttings:** We held a ribbon cutting last Friday at Goodwill and there was a great crowd. On Friday, March 28<sup>th</sup> we will be at the Wellness Café / Pure Restorative Wellness Aesthetics at 230 North Main Street (across the parking lot from Goodwill). On April 11 we will be at Bailey's Place (formerly Prouty's Parlor) on Evelyn Street and then in April (day TBD) we will be at the newly opened NBC5 Studio on Merchants Row.

**Real Estate:** Regarding 112 Quality Lane, with the MINT's reconsideration of expanding, Lyle reached out to Andy Paluch of Longview Commercial Real Estate to discuss the cost of listing the property. A marketing piece was included with your Board packet for reference. In keeping with CEDRR's strategic plan goals, the committee discussed adding a building to the northern end of the property however, there may be an issue with wetlands in a small section. Nicole will be reaching out to Dori Barton of Arrowwood Environmental for a cost proposal to walk the property. Doing so could increase the possibility of CEDRR successfully applying for a VCDP (VT Community Development Program) grant via Rutland Town.

**Rutland City TIF/Hotel:** The TIF application has been approved by the Rutland City Board of Alderman. It now goes to VEPC (VT Economic Progress Council) and we are hoping for approval from the VETPC Board in two weeks. If/when approved, this will begin the process towards an approximately 3-million-dollar Bond for infrastructure work. If City voters were to not approve the bond, the hotel project could stop. The TIF process pays for the bond. It is not an additional tax on the taxpayers. Starting in June/July 2025 the Beldens will begin work on removing the contaminated dirt from the Pit. This is a separately funded project and does not indicate that the hotel will be constructed. Belden's, CEDRR and Rutland City meet regularly to keep each other informed. Lyle indicated that it is exciting to work with a local developer who knows our community.

The proposed hotel includes seven floors with two floors dedicated to residential living. There will be 99 hotel units, a restaurant, small conference room, and a rooftop bar. Carly indicated that Belden's will not be the operator and that they have been talking to different management companies.

The impact of TIF on the Education Fund was discussed. There is no adverse effect on the Fund. The TIF will increase funding that is going to the Ed Fund. In addition, a Northern Borders Regional Commission grant will be requested. If approved, it will supplement and enhance infrastructure and streetscape opportunities for the City.



**Marketing:** Olivia reported that four families will be in town for the weekend getaway program this weekend. Two families are from Texas, one from Washington D.C. and another from NYC. All families are going skiing and to the maple open houses, with some visiting schools and meeting with realtors.

- Real Rutland Feud made \$13,536 and even though it was roughly \$2,900 less than last year, the committee is happy with the amount raised.
- We are looking at April or May for another meet and greet event, possibly at the Tap Room at Rutland Beer Works on Granger Street and offer Bingo to encourage interaction.
- We've had the largest number of Leads through the Concierge Program at 16 leads in January and at this point, there are 36 people who are looking to move here in May/June this year.
- With staff changes taking place, Olivia will be taking over the marketing for The HUB in April. Lyle noted that the Marketing and Business Development Committees will be meeting to discuss ways to drive traffic into The HUB. A joint meeting will take place in person on March 28<sup>th</sup> at The HUB from 11:30-12:30 with lunch served.
- Bring Back the Trades: Olivia has been sharing the posts and Russ suggested she send them to Hal at DRP as well.

**Business Development:** Russ reported that in person meetings will start again. The committee reviewed the Strategic Plan, and the goals assigned to determine if we are staying focused. With regards to promoting the region, the committee will be meeting in conjunction with the Marketing Committee on March 28<sup>th</sup> at The HUB. Russ stated that the MINT is going through some challenges and the committee discussed ways they could work with them to create strategies to help with sustainability and exposure. One idea would be to support them in both advisory and capacity to create connections to develop business development focused on programming that will be more sustainable and attractive to local businesses. The Association of Builders & Contractors (ABC) has a training center in Winooski and their Vermont Regional Director, Matt Musgrave, has visited and discussed the option of the MINT being a possible training facility.

**Finance:** Chris stated that the auditor report maintains there were no reservations about audit. Russ Marsan made a motion to accept the auditor's report. The motion was seconded by Sarah Furman and passed unanimously. The loan program closed a loan with Tasteful Station LLC, a new restaurant in Poultney owned by Nicole Graves, who also owns Cluckin' Café in Pittsford and Rollin' Rooster. They plan to open in the next few months. Chris has scheduled a visit to the MINT with the delegation at 8:30 am on April 14<sup>th</sup>.

**Policy:** As organizer of the Delegation, Chris mentioned that, if anyone has a bill they would like to propose, that Mondays are open to meet with the Delegation in May.

Cooper reported the committee met with Andrew Brewer from Downs Rachlin Martin and Andrew provided an update on the status of various pieces of legislation. The Small Business Technical Assistance Exchange (SBTE) was included in the Rural Caucus's priorities, and we are actively working with a member of the appropriations committee assigned to getting it approved. SBTA is asking for



1,250,000. The Bill for the Community Housing Infrastructure Program (CHIP) was addressed last week. It will create project-based TIF programs for increasing housing development in smaller communities.

With regards to the 3-acre rule, lobbying efforts to delay or modify the rule are underway.

Andrew Brewer will attend the next Policy Meeting on Friday, April 11 at Noon. Everyone is welcome to join via Zoom. If interested, email Cooper at [cooper@rutlandeconomy.com](mailto:cooper@rutlandeconomy.com), and he will send you the link.

**New Business:** none

**Old Business:** none

Lyle requested a motion to include staff in the room during an Executive Session regarding a contract issue. Gina Grove made a motion for the Board to enter executive session, to include staff, for the purpose of discussing a contract, where premature general public knowledge would clearly place the Board at a substantial disadvantage. The motion was seconded by Rolf Hirschmann and passed unanimously.

The Board entered into Executive Session at 9:02 a.m.

At 9:29 a.m. Gina Grove motioned to end the Executive Session. The motion was seconded by Amy Laramie and passed unanimously. No action was taken.

**Meeting adjourned at 9:30 a.m.**



**DEI Committee**  
**Minutes from Thursday, March 27, 2025 3:00pm**

**Present:** Oyibo Afoaku, Rich Byrne, Daniel Mora, Olivia Bucksbaum, Lyle Jepson

**Guest:** Paul Yoon, Chief Diversity Officer at Vermont State University

Paul Suk-Hyun Yoon, Chief Diversity Officer of Vermont State University, met with the committee. He believes his purpose in life is to passionately pursue justice to make the world a more equitable place and brings more than 18 years of experience in education to this role. His most recent position was as Senior Advisor for Inclusive Excellence in the Division of Inclusive Excellence at the University of Vermont. In addition, Paul is a Partner with CQ Strategies, a Vermont-based consultancy committed to justice, equity, cultural proficiency, and social justice.

Paul's role, in large part, is to increase enrollment at VTSU. Paul pointed out that he has been on the job for 94 days and that his goal is to create positive trusting relationships. He explained that 58% of VTSU's population self-identifies as female. One of Paul's goals will be to look at how to encourage individuals who identify as male to become more involved in higher education at VTSU. In addition, the average age of a VTSU student is 24, with the part-time average age being 31.

He pointed out that he is learning the special culture of each campus. All are different. Relationship building is the key to success.

Discussion also included Early College course opportunities, relationships with tech centers, career fairs (Bring Back the Trades), and connecting students with businesses at CEDRR Mixers.

Paul was asked to consider how the business community can support his work and if the Hub CoWorks could be utilized by VTSU in some way. He was invited to the next meeting to see the Hub CoWorks on April 24<sup>nd</sup> at 11:00am in-person.

**Adjournment:** The meeting adjourned at 3:45pm.

**Next Meeting: Thursday, April 24<sup>th</sup> 11:00am-12:00pm – In person**

Meeting ID: 802 802 1111

Passcode: 559659



## **Real Estate Committee Meeting Minutes**

### **Wednesday, April 2<sup>nd</sup>, 2025 | 8:15 a.m.**

Present: Sue Bishop, Andy Paluch, Cooper Babbitt, Lyle Jepson

**112 Quality Lane** - Discussion took place regarding Bodycote's request to extend their lease month-to-month for up to three months. They are not completely ready to transfer one of their manufacturing processes to the Industrial Park facility.

Vermont Country Store (VCS) has expressed interest in leasing the space from June 1<sup>st</sup> to December 31<sup>st</sup>, 2025. They would be using the facility for storage. They may be interested in something more long-term.

The group discussed the mission of 112 Quality Lane and determined that a short-term lease with VCS would be a good option, allowing for time to consider a longer-term lease in the future. Cooper will work on a plan to meet both Bodycote's needs and VCS's desires with a proposed lease of \$6.50/sqft with VCS.

CEDRR has engaged with Dori Barton, from Arrowwood Environmental, to review the north portion of 112 Quality Lane for potential buildability. The goal is to determine the amount of space available to construct a metal building that would serve as a flexible space for manufacturing, business startups or storage. It would support a business development mission, while simultaneously providing a revenue stream for CEDRR.

We have heard back from Coca Cola's lawyer regarding their requirements allowing CEDRR to access their property to put in the drainage swale. The red line draft easement has been sent to CEDRR's attorney for review.

**Rutland City TIF progress / hotel timeline** – The TIF was approved with a condition that the Purcell property be removed from the District. The Board of Alderman will act on that on Monday, April 21<sup>st</sup>, which will clear the way for VEPC's approval of the TIF District and approval to submit the First Phase Filing. The First Phase Filing will be for upgrading Center Street and Wales Street water/wastewater infrastructure, with the accompanying private project being the Center & Wales Hotel Project. VEPC expects the City to actively pursue additional funding opportunities in support of public infrastructure projects. To that end, Cooper is working closely with the Department of Public Works and Planning & Zoning Department to secure an NBRC Catalyst grant. The range of the request will be between \$1m and \$3m.

**Airport Industrial Park** - Activity on Phase II work continues with close collaboration with Enman Kesselring Engineers. There is also active interest by developers and the Airport in how the water system and potentially the new water line may be able to support hanger development on the west side of the airfield.

**Other** – The group discussed virtual vs in-person meetings for the committee. The group agreed that virtual meetings are preferred.

**Next Meeting** – Wednesday, May 7<sup>th</sup>, 8:15-9:15 a.m. meeting

**Adjournment** – 9:10am

Meeting Notes Form  
Joint Business Development Marketing Committee Meeting  
Friday, March 28<sup>th</sup>, 2025 11:30am-12:30pm

**Present:** Russ Marsan, Liz Weinmann, Sarah Furman, Hal Issente, Lyle Jepson, Cooper Babbitt, Bill Moore, Olivia Bucksbaum, Chrispin White, Mark Foley, Amy Laramie, Gina Grove, Rachel Mendelson, Kyle Mendelson, Jerry Hansen, Karly Haven, Mary Ann Goulette, Michael Talbott, Glen Traverse

**Discussion included:**

Discussion included the vision for the Hub CoWorks, desire to increase participation and services, target market, current marketing efforts, how The Hub CoWorks is funded, examples comparing to Hula, brainstorming future options for the space and setting up a subcommittee.

**Brainstorming Session:**

Climate/organization:

- Welcoming -greeter available
- Check-in required
- Quiet spaces and community spaces
- Amenities
- Social space is critical -Social Club atmosphere
- Soft Furniture
- Tiered Membership options
- Referral program

Food:

- Startup kitchen
- Grab and go
- Coffee shop
- Specialty foods days with guest presenters (Stafford Tech Culinary)

Events to attract people:

- Lunch and Learn
- Collaboration with the MINT – How I Made This
- Women owned business meet ups
- Non-profit gatherings
- Change activities over time

Support Services:

- Programming – StartUp Rutland
- Target business sectors that we want to attract as anchors in The Hub, which support members: i.e. finance (HFCU office), marketing, legal. Small businesses could work from The Hub. Larger businesses could have satellite locations at The Hub with membership access to services.
- On-line retail opportunity for businesses through a Hub App



Marketing:

- How are we telling the story? Info video snip its

Education:

- Castleton, CCV and high schools students at The Hub
  - Interview opportunities
  - Resume building
- Integrate Depts from colleges including Castleton Business and Communications Departments

Issues to resolve:

- Perception that there is a parking issue
- Wayfinding signs
- Review list of [concerns found here](#)

**Plan - Year One**

1. Create job description for the “culture builder”
2. Focus
  - Increase the number of people in the Hub CoWorks
  - Develop events/activities that attract people
    - Target small business support
  - Survey remote workers
  - Market:
    - amenities
    - activities
    - services
  - Attract anchor businesses
  - Integrate podcasting into services offered

**Subcommittee – Lunchtime was the preferred meeting time.**

Amy Laramie and/or representative from Killington Resort

Kyle Mendelson

Gina Grove

Cooper Babbitt

Olivia Bucksbaum

Liz Wienmann

Rachel Mendelson

Mark Foley



## Finance Committee Meeting Minutes | Tuesday, April 8<sup>th</sup>, 2025 | Via Zoom

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**Present:** Chris Keyser - Chair, Russ Marsan, Norm Ladabouche, Scott Dikeman, Karen Garrow, Mark Foley, Shasta Mattino, Cooper Babbitt

The meeting was called to order at 8:15 a.m. by Chris.

**Approval of Minutes from March 11, 2025:** Mark made a motion to approve the minutes from March 11<sup>th</sup>, 2025. The motion was seconded by Scott and passed unanimously.

**CEDRR Financials:** Cooper reviewed the CEDRR internal financials for the month of March. The month represented a standard operating month, except that the next payment to gener8tor was made in March so that it could be recorded in Q2 and included in an upcoming reimbursement request to the EDA.

**IRP:** All clients are current. The loan to Tasteful Station LLC has closed and been funded, with payments beginning in April.

**112 Quality Lane:** Cooper is in negotiations with Vermont Country Store to lease the space being vacated by Bodycote beginning in June for a price of \$6.50/Sq. Ft. Cooper is also discussing with Bodycote the possible need to extend their lease on a month-to-month basis so that they can refine their processes and satisfy the requirements of their largest customer. The committee discussed the length of VCS's lease and how CEDRR should list and market the space in the future to make best use of it with a small manufacturer or training center focused on trades.

**Old Business:** None.

**New Business:** None.

**Adjournment** at 8:29 a.m.



**Policy Committee Meeting Minutes**  
**Friday, April 11<sup>th</sup>, 2025 | 12:00 p.m. | Via Zoom**

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**Present:** Doug Babbitt, Ed Bove, Devon Neary, Ray Ault, Russ Marsan, Lyle Jepson, Cooper Babbitt

**Guest:** Andrew Brewer (Lobbyist, Downs Rachlin Martin)

The meeting was called to order at 12:00 p.m.

**Legislative Update – Andrew Brewer, Downs Rachlin Martin**

Andrew Brewer is a lobbyist for Downs Rachlin Martin (DRM), which has a contract with the Regional Development Corporations of Vermont (RDC), of which CEDRR is a member, to represent the interests of RDCs in the legislature. Andrew provided an update on the status of various pieces of legislation, including:

*Community Housing Infrastructure Program (CHIP)*

CHIP has passed the Senate as part of its omnibus housing proposal. Similar to the existing TIF program, it would allow municipalities to fund infrastructure projects that support housing development. However, this would not require a full district – just one project – making it more accessible to smaller communities. Currently, the housing requirements are broad, and would include projects with significant commercial elements and a variety of income levels for housing. This is expected to narrow as the House picks up work on the bill. It faces broad support in both chambers, except for potential opposition in the House Ways and Means Committee. Details of the final bill will continue to be ironed out in the House and we are seeking to show broad support for this proposal to get it over the finish line.

*Local Permitting Appeals*

The House General and Housing Committee has approved a bill that would change the criteria for appeals to municipal permits. Currently, neighbors and abutters to a property and any 20 citizens in the municipality have standing to appeal a local permit. The new proposal removes these requirements and allows anyone who can demonstrate particularized injury as a result of a permitted project to appeal the permit. The idea is that this is a more narrowly tailored right to appeal and seeks to limit the number of people with standing to appeal a local permit. It also aligns with the right to appeal under Act 250, making it more uniform across all permit levels. However, recent testimony has started to raise concerns that there may be unintended consequences associated with this approach. Andrew will continue to monitor this as it develops, with a focused on passing these reforms this session as opposed to sending them for a study as part of the LURB study process.

### *3-Acre Rule*

There have been efforts to either stall or do away with the 3-Acre Stormwater permitting rule, which has significant implications for Rutland businesses. The House passed a bill to delay the program, which the Senate is now considering. Andrew will continue to monitor this issue as the session progresses. CEDRR and area businesses are ready and willing to testify on this issue.

### *GROW Program*

The budget for the GROW program was cut by the House in its version of the budget. Cooper discussed with Andrew the best way to approach further advocacy on this issue. Cooper will speak with Rutland County senators and begin outreach to Sen. Westman, who covers ACCD in the Senate Appropriations committee.

### *Small Business Technical Assistance Exchange (SBTAE)*

SBTAE is a program administered by the RDCs in FY24, which provided \$4,000 grants to small businesses for technical assistance projects. The RDCs are seeking to have the program re-funded for another around and have sought \$1,250,000 in appropriations. SBTAE was not included in the House budget, but has since gotten some interest in Senate Economic Development and has some support in Senate Appropriations. It faces a steep uphill climb due to significant budget restraints this session, however, DRM and the RDCs are continuing to make sure it receives attention.

### *Education Reform*

The House version of the Education Reform bill is expected to pass the House today (Friday, April 11). It follows the structure of the Governor's proposal, with some minor differences such as the number of districts (12 rather than 5 as proposed by the Governor). There are expected to be additional changes in the Senate and the legislation faces a long path to passage still.

The meeting adjourned at 12:41 p.m.