

West Central Vermont CEDS – Strategy Committee

Friday, June 17 – 10 AM to 12 PM

Please join the meeting by clicking:

<https://us02web.zoom.us/j/82062316313>

For those who would prefer to join by phone or those without a microphone on your computer, please dial in using your phone. (For supported devices, tap a one-touch number below to join instantly.) Meeting ID: 820 6231 6313

One tap mobile: +16468769923,,82062316313#

Present:

Taylor Newton, CCRPC
Regina Mahoney, CCRPC
Whitney Coombs, GBIC
Adam Lougee, ACRPC
John Van Hoesen, ACRPC
Dana Hanley, ACEDC
Fred Kenney, ACEDC
Tyler Richardson, CEDRR
Ed Bove, RRPC
Devon Neary, RRPC
Jamie Stewart, CVEDC
Bonnie Waninger, CVRPC
Ken Jones, ACCD

Taylor kicked off the meeting by welcoming everyone at about 10:03 a.m. He also welcomed Devon Neary the new Executive Director at Rutland RPC and had all others introduce themselves to Devon.

1. Changes/adjustment to agenda:

Taylor asked for any changes to the agenda. Hearing none proposed, he continued.

2. Minutes – May 20, 2022:

Taylor requested a motion to adopt the previous meeting minutes. **Fred Kenney moved acceptance of the previous meeting minutes. Tyler Richardson seconded the motion, which passed unanimously by voice vote.**

3. Budget and timeline through September 30th.

As per the discussion at our previous meeting, Taylor and Adam worked to amend the budget to help ACRPC and CCRPC with additional funding. Taylor presented it to the organization. Tyler moved to amend the budget to transfer money from other organizations to ACRPC and CCRPC. Jamie seconded the motion. The group will check back in August to determine exact amounts.

4. Google Drive: John has created a google drive. **Taylor will upload all docs to a google drive folder and share that folder with all members of the committee by next week.**

5. Task #4 - Creation of a CEDS:

Taylor thanked the committee for helping him create a draft version of the CEDS. He has a couple of punch list items. **He has posted a 95% version of the CEDS completed. Taylor will add some PDF graphs today and complete the draft. Taylor asked about a release schedule. Taylor reminded all that we will do a short video to introduce the CEDS. All of us can post that video and the draft CEDS to our website. Taylor and Jamie will collaborate on creating the video. Taylor will post the draft CEDS and video to the West Central Vermont website by June 27th and allow all of us to link to that site. Taylor will enable comments in Conveyo and comments on a form on the website (Whitney will help Taylor create the comment card on the website).**

6. Task #3 - Engagement

- a. Revised Engagement Strategy - Taylor has revised our engagement strategy and will send out later today. Underrepresented communities. We will not have completed our outreach to underrepresented groups. That outreach is going on over the summer and will be done by the end of July. **We will include a note in the draft stating that engagement is ongoing and we will include the engagement dates and contact in the draft CEDS for people that want to participate.**

Fred suggested we need to understand our own review process and how we will make decisions regarding what comments to incorporate. Regina noted using the Conveyo software, we can add a column regarding how we responded to the comment they submitted and respond to the

CEDS will remain open and available for comments through the end of August. Sub-committee will review all comments we receive on the CEDS.

- b. Additional Engagement.
 - i. Review other plans - completed
 - ii. First workshop - SOAR - completed
 - iii. Individual outreach - completed
 - iv. Employer survey - completed
 - v. Release CEDS for public comment - To be completed June 27
- c. Focus Groups. **CVRPC/ACRPC still needs to do some**
- d. Individual Contact lists. Send Draft CEDS to all our individual contact lists (People we contacted last fall).
- e. Video Introduction. **Taylor reminded all that we will do a short video to introduce the CEDS. All of us can post that video and the draft CEDS to our website. Taylor and Jamie will collaborate on creating the video.**
- f. Board Presentations. **RDCs/RPCs bring the draft CEDS to our boards by the end of September.**
- g. ACCD CEDS Presentation/website. Ken Jones intends to put up his work on a website at ACCD. He intends to link actions to funding sources.

7. Economic Development District Creation. Adam has started drafting documents to create an EDD should we choose to do so once we have developed a CEDS. Adam explained the EDA requirements for creating an EDD and outlined the approach he proposed to take for West Central Vermont EDD. Discussion ensued regarding the structure of the organization necessary to support securing funding. Adam will do some additional research and report back. The group also wanted to make sure appropriate controls were in place around the financial responsibility for managing the entity. Generally, the group agreed with the outline Adam proposed, but wanted to see it in writing. Adam will continue his research and work and will share draft documents for comments within the next week for further discussion at the July meeting.

8. [ACCD website](#): How does ACCD represent all of the CEDS on the website it is creating? Taylor suggested looking at implementation activities of each EDD and using that for content. Ken noted he is currently working on a summary of legislative and federal infrastructure money. **Taylor noted that our CEDS will contain our regional priority funding lists and asked Ken to attach funding sources to each of our priority lists. Ken agreed to do that. Taylor will send the lists to Fred.**

9. [July, 2022 Agenda](#) - Adam Draft EDD Documents, Engagement Reports/Comments on Draft CEDS to date, Consultant Outreach efforts, Overview ACCD Website

10. [Homework](#) - Complete CEDS (Taylor and sub-committee), Complete Focus Groups (All), Public Outreach for CEDS review (All) , Create EDD documents (Adam), Budget adjustments (Taylor and Adam) Follow-up with Consultant outreach (Regina and Whitney), Complete ACCD website and plan (Ken), Video Introduction of CEDS (Taylor and Jamie), Pictures to Whitney (All) Compile list of partners to send draft CEDS. (Taylor) will share a list of all statewide organizations. (John) will send a list of all partners.

11. [Adjournment](#) - Jamie moved to adjourn, Fred seconded the motion. By unanimous consent, Taylor adjourned the meeting at 11:37.

Respectfully submitted,

Adam Lougee