Essex Economic Development Commission (EDC)
Regular Meeting Minutes
September 3, 2025, 11:00AM
Meeting Held at 81 Main Street, Essex Junction VT 05452
Draft Minutes Submitted by Clerk Keith Dunbar, September 6, 2025

Attendees
Commission Members:
Present: Ken Signorello, Vice Chair; Keith Dunbar, Clerk; Irene Wrenner, Commissioner
Remote: N/A
Absent: Igor Polenov, Chair
Staff: Jean O'Sullivan
Staff:

Public: None Present

Partners: Alex Demoly – GBIC

1. Call to Order
The meeting was called to order at 11:00 AM by Vice Chair Signorello.

2. Agenda Additions/Changes
- The partner update originally scheduled to be presented by Sam Andersen was removed due to her absence. Alex Demoly (GBIC) provided the update in her place.
  The partner update was repositioned under Public to Be Heard.
- Motion to approve the changes to the agenda:
  Wrenner motioned to approve the agenda, seconded by **Signorello**.
  Vote passed unanimously 3-0.

3. Public to be Heard
No members of the public were present either in person or online. No public comment was offered.

4. Partner Update – Alex Demoly (GBIC)
- Mr. Demoly delivered the partner update in place of Sam Andersen:
  - Regional Project Priority List applications due October 17, 2025
  - CHIPS policies being finalized; applications open January 2026
  - Events: VT Solutions Summit (Sept 18), CONECT Meeting (Sept 25)
- Discussion Highlights:
  - Essex's Northern Border Regional Commission priority status questioned
  - Indian Brook Dam rehab as possible Northern Border Regional Commission project
  - CHIPS as potential funding stream
  - Mention of CATMA Workforce Study

5. Approval of Minutes
August 6, 2025:

- Amendments: name corrections, GBIC position, note on Dunbar's early departure
- Motion: **Wrenner** motioned to approve the minutes of the August 6, 2025, meeting, seconded by **Signorello**.
  Vote: Passed unanimously 3-0.

August 21, 2025:

- Amendments: line edits for accuracy
- Motion: **Wrenner** motioned to approve the minutes of the August 6, 2025, meeting, seconded by **Signorello**.
  Vote: Passed unanimously 3-0.

6. Business Items

- Process for Approval of Minutes. During off-site business outreach meetings, it is difficult to get the minutes approved from the prior business meeting. **Wrenner** motioned to approve minutes only at business meetings, seconded by Dunbar, motion passed unanimously 3–0.
- CATMA Workforce Study: Presented by Jean O’Sullivan; survey and data concerns raised
- South Burlington Study: Shared as reference of what could be expected from TPMA
- Temporary Signage Ordinance: Draft introduced by Ken Signorello; to be reviewed individually
- Development Applications: **Signorello** made a motion to add standing agenda item, seconded by **Dunbar.** Passed unanimously 3–0
- EDC Mission Statement: Irene Wrenner to draft revision

7. Next Meeting

- Tentatively scheduled for Thursday, September 18, 2025 at 8:00 AM at L'ivresse Lingerie.
    - Agenda to include ordinance feedback, mission update, study updates, TPMA draft if available.

9. Adjournment

- Motion: **Wrenner** motioned to adjourn the meeting at 12:17 PM, seconded by **Signorello**.
  Vote: Passed unanimously 3-0.

Meeting recording available here: https://www.youtube.com/watch?v=tfE2p1_NzX4