

**Bristol Town Administrator**

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**From:** Fred Kenney <fkenney@addisoncountyedc.org>  
**Sent:** Friday, October 12, 2018 3:45 PM  
**To:** Kathleen Ramsay; Bristol Town Administrator; Renny Perry; Adam G. Lougee; Rob Carter; mathew Chabot  
**Cc:** Jeff Fritz; Marie Jewett  
**Subject:** Designated seats on the ACEDC Board of Trustees

All:

Sections 1 and 2 of Article IV of the ACEDC Bylaws state:

*Section 1 — Board role, size, and compensation:* The board is responsible for overall policy and direction of the association, and delegates responsibility of day-to-day operations to the executive director and committees. The board shall have up to 20, but no fewer than 11 trustees and shall seek diversity in its membership in terms of gender, age, geography, and business sector to reflect the diversity of the county. The number of trustees shall be set for the year each year at the annual meeting. ACEDC will hold one seat for a representative from the Regional Chamber of Commerce and one for the Regional Planning Commission. In addition, one seat will be designated for each of the primary employment centers in the county: Bristol, Middlebury, and Vergennes. These five seats are included in the total number of trustees. The board receives no compensation other than reasonable expenses.

*Section 2 — Terms:* With the exception of the five seats described in Section I above, new trustees shall serve a one-year term and may be re-elected for two additional three-year terms. ACEDC members who have previously served on the board may be elected for two consecutive three-year terms after at least one year's absence from the board. The five designated seats shall be appointed for one-year terms.

Can you please provide ACEDC with a resolution approved by the board of your respective organizations appointing a designee to ACEDC for the term January 1, 2019 to December 31, 2019. Please provide the resolution to me before December 5 so we have the information prior to our annual meeting.

Current Designees:  
Bristol: Valerie Capels  
Middlebury: Kathleen Ramsay  
Vergennes: Jeff Fritz  
ACRPC: Vacant  
ACCoC: Bob Feuerstein

Best,  
**Fred**

Fred Kenney  
Executive Director  
Addison County Economic Development Corporation  
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