

**VLITE Board of Directors Special Meeting
DRM Conference Room and on Zoom, 52 State St., Montpelier, VT
Minutes of December 12, 2025
Approved on March 16, 2026**

The meeting was called to order at 1:00 PM.

In Attendance

Board members: Tony Klein, Larry Lackey, Sarah Hofmann, Amy Shollenberger, Jean Hamilton, and Peter Walke.

Others in attendance

Gabrielle Malina, Executive Director, VLITE; Annie Bourdon, CarShare Vermont; Travis Poulin and Whitney Cassell, Champlain Valley Office of Economic Opportunity; Julie Curtin and Travis Phillips, Champlain Housing Trust.

Approval of Minutes – September 22, 2025

A motion was made by Larry Lackey, seconded by Sarah Hofmann, and unanimously approved to adopt the minutes of September 22, 2025.

Treasurer's Report

Sarah Hofmann reviewed current VLITE financial documents and commented on the cash position. The current cash balance is \$978,188, down from \$1,364,582 at this time last year. Grants payable currently total \$551,812 (excluding the pending \$100,000 Veterans Place grant), compared to \$858,462 last year, reflecting several recently completed grants. While no immediate financial concerns were noted, ongoing cash declines may reduce interest income. Given increasing funding demand, the board may wish to consider pacing and planning measures for 2026 grant cycles to preserve reserves.

Peter Walke suggested moving to a twice-yearly grant cycle. The board agreed that in 2026, grant applications will be considered in March and September, as well as by invitation from the board. The June and December quarterly meetings can be used for VELCO updates and other planning activities.

CarShare Vermont MobilityShare Grant Application

Annie Bourdon, Executive Director of CarShare Vermont, presented a grant request for \$75,000. CarShare Vermont operates with a relatively low budget due to its reliance on earned income. The organization maintains a fleet of 26 vehicles, nine of which are electric vehicles (EVs) or plug-in hybrid electric vehicles (PHEVs). While most trips are under 25 miles, some users remain apprehensive about EVs; the program provides an opportunity for residents to gain firsthand experience with electric vehicles.

CarShare Vermont is requesting \$75,000 from VLITE to sustain its MobilityShare program, which provides free or deeply discounted car-sharing access to low-income residents in Burlington and Winooski. The program includes free annual memberships, reduced driving fees, additional free miles, and higher-touch supports such as in-person onboarding and onsite vehicles at affordable housing locations. Demand has increased significantly since the pandemic, and the request responds to the loss of a key funding source earlier this year that created a risk to program continuity. CarShare anticipates that funding source will return in the future.

VLITE funds would support more than 200 low-income memberships and core program costs, including membership and app fee subsidies, discounted driving, a damage pool for reduced waivers, outreach, and staff support. The total program budget is \$100,000, with the VLITE request complemented by a \$25,000 VTrans outreach grant.

Champlain Valley Office of Economic Opportunity (CVOEO) Emergency Disconnect Fund Grant Application

Travis Poulin, Community Action Network Director, and Whitney Cassell, Crisis Fuel/Warmth Support Program Coordinator, presented the grant request on behalf of the Community Action Partnership. CVOEO is requesting \$100,000 from VLITE to establish an emergency electric disconnection fund. CVOEO would serve as the grant administrator, with each of the five community action agencies in the state receiving \$19,000. The remaining \$5,000 would support administrative costs.

Funds would be used to assist Community Action Agency (CAA) clients with paying electric bills in arrears to prevent disconnections. CAAs have a long history of administering fuel assistance programs, and VLITE funds would be distributed using rules that mirror the WARMTH program.

CVOEO requested permission to use remaining funds into the summer months if necessary, noting an increase in requests for electric bill assistance during that period, although most funds are expected to be expended during the winter.

Board members expressed concern about funds being used for reconnection fees. CVOEO clarified that the intent is to assist clients when they receive a disconnection notice, rather than after service has been terminated. Disconnection notices typically include a range of possible shutoff dates, allowing time for intervention.

Champlain Housing Trust Farmworker Housing Grant Application

Julie Curtin, Director of Homeownership, and Travis Phillips, Assistant Director of Lending, presented the grant request on behalf of Champlain Housing Trust (CHT).

CHT is requesting \$60,000 in VLITE funding to support its Farmworker Housing program by offsetting the cost of installing solar panels on five replacement farmworker homes in northwestern Vermont. Funds would be distributed as \$10,000 per home, with \$8,000 allocated for solar purchase and installation and \$2,000 per home supporting CHT's administration and construction management.

The request addresses a critical funding gap, as zero-energy replacement homes typically cost \$200,000 or more and existing VHCB resources are insufficient. The program ensures farmworkers have access to safe, modern, permanently affordable, and energy-efficient housing that significantly reduces long-term energy costs.

The program is implemented in partnership with Efficiency Vermont, which assists with rightsizing solar arrays. Five projects have been completed to date, with 11 additional projects in the pipeline. An average of five people live in each home.

Discussion and Vote on Grant Applications

A motion was made by Sarah Hofmann and seconded by Peter Walke to approve the CarShare Vermont grant for \$75,000. The motion was unanimously approved.

A motion was made by Sarah Hofmann and seconded by Larry Lackey to approve the CVOEO request for \$100,000. The motion was approved by all members present, with Amy Shollenberger abstaining.

A motion was made by Amy Shollenberger and seconded by Jean Hamilton to approve Champlain Housing Trust's grant for \$60,000. The motion was unanimously approved.

Board Discussion of Preliminary Applications

Several applicants were confirmed for the March grant cycle. Those invited to apply include: Riverflow (housing for people with intellectual and developmental disabilities); the Office of Economic Opportunity (vermiculite removal funding); Cooperative Development Institute (electric service upgrades in mobile homes); Center for an Agricultural Economy (rooftop solar on food hub roof) and Cornerstone (formerly NeighborWorks of Western Vermont) HEAT Squad (energy audits and weatherization).

The board discussed several additional preliminary applications and requested follow-up information before determining the timing for full applications. Several other proposals were tentatively slated for the September cycle.

VLITE 2026 Operating Budget

A motion was made by Peter Walke and seconded by Sarah Hofmann to accept VLITE's 2026 Operating Budget.

The meeting adjourned at 4:00 PM.

Respectfully submitted,
Gabrielle Malina
December 17, 2025