



RUTLAND REGIONAL PLANNING COMMISSION

## RRPC BOARD OF COMMISSIONERS

TUESDAY, JUNE 20, 2023, 7:00 PM

### MEETING DETAILS

Virtual: [Teams Meeting](#), ID: 224 634 587 902, Pass: dBEdSy | Call: 802-440-1368, ID: 641 278 173#

In-Person: The Opera House, 3<sup>rd</sup> Floor, 67 Merchants Row, Rutland, VT 05701

### MEETING AGENDA

- 7:00 CALL TO ORDER & INTRODUCTIONS
- 7:10 APPROVAL OF JUNE 20<sup>TH</sup> AGENDA
- 7:11 APPROVAL OF MAY 16<sup>TH</sup> MINUTES
- 7:12 OPEN TO PUBLIC
- 7:15 TREASURERS REPORT
  - REVIEW April 2023 Financials
- 7:20 REGIONAL COMMITTEE REPORT
- 7:25 TRANSPORTATION ADVISORY COMMITTEE (TAC) REPORT
- 7:30 EXECUTIVE/FINANCE COMMITTEE REPORT
- 7:40 RRPC ANNUAL MEETING
  - APPROVE FY24 Nominating Committee
  - APPROVE updated RRPC Bylaws
  - APPROVE updated RRPC Employee Handbook
  - APPROVE updated RRPC Financial Procedures and Credit Card Policy
  - APPROVE FY24 Budget and Work Plan
- 8:40 AREA WIDE CITIZENS
- 8:42 EX-OFFICIO MEMBERS
- 8:45 COMMISSIONER UPDATES
- 9:00 ADJOURN

Questions? Need special accommodations?

Contact: Devon Neary at [devon@rutlandrpc.org](mailto:devon@rutlandrpc.org) or (802) 775-0871.

The Opera House | 67 Merchants Row | Rutland, Vermont

P.O. Box 430 | Rutland, Vermont 05702

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**COOPERATIVE PLANNING IN THE REGION**





RUTLAND REGIONAL PLANNING COMMISSION

1. CALL TO ORDER & INTRODUCTIONS

Chair Berner called the meeting to order at 7:01 pm. Introductions were made. Chair Berner welcomed to the board, new representatives in attendance: Gary Congdon (Chittenden), Andrea Stoddard (Danby alternate), Steve Harrington (Middletown Springs), and Fred Nicholson (Rutland Town).

2. APPROVAL OF May 16<sup>th</sup> AGENDA

Motion by Mills to approve the agenda, Second by Salamon. Approved by voice vote.

3. APPROVAL OF March 21<sup>st</sup> MINUTES

Motion by Mills to approve the minutes, Second by Salamon. Approved by voice vote.

4. OPEN TO PUBLIC

No public comment.

5. RRPC PROGRAM HIGHLIGHT

Steffanie Bourque, RRPC Project Manager, presented Program Highlights from: Hazard Mitigation Planning, Municipal Project Management, and the Regional Plan Update. Bourque presented the general layout, plan development process, and schedule for the Regional Plan Update. Bourque also solicited interest in a Regional Plan Ad-Hoc Committee that is planned to be formed by Chair Berner. Commissioners interested in joining the Ad-Hoc Committee should express interest to Chair Berner, with formation expected in September 2023.

6. TREASURERS REPORT

The Board Treasurer, Larry Courcelle, provided the Treasurers Report on the February and March combined Financials. Line-item actuals compared to budget were reported on. Report for informational purposes only.

7. EXECUTIVE DIRECTORS REPORT

- RRPC is preparing the FY24 Budget for the June Annual Meeting of the Board of Commissioners. MK and I have met with all the staff and are calculating the revenue and expenses as well as the hours by Program. The budget will go before the full board in June for approval.
- RPCs did not get full statutory funding into the state budget but did get support for an additional \$1.5M in base funding for FY24. The RRPC has NOT included this in our FY24 budget due to on-going debate and potential Governor veto. The RRPC does have a plan for the potential \$150,000 in additional funding. I did spend time in the Statehouse Cardroom with other VAPDA directors and was able to

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connect with all but two of the Rutland County delegations. Have received nothing but support from our Reps and Senators.

- Mary Kay and I are also preparing a suite of updates to the RRPC Bylaws, Handbook, and Financial Policies for the June Annual Meeting. These changes will be attorney reviewed.
- The RRPC is currently advertising for a planner position and would like to fill it ASAP. This interdisciplinary position will serve as a utility planner to aid in the Transportation and Town Planning Programs. The staffer would also likely assist with some of the Regional Plan Update.
- VAPDA directors met with the Agency of Administration to kick-off the Municipal Technical Assistance Program. The intent of this program is to expand state and federal funding to communities who need additional assistance. Rutland County ranks in the bottom two of Vermont Counties (Caledonia is the first) that have received federal ARPA monies. Some of the ARPA programs being highlighted include water, wastewater, and flood resiliency. Towns were ranked according to a Community Needs Index, which ranks capacity and need. The “Pre-Qualified” Towns in the Rutland Region include Benson, Ira, Middletown Springs, Mt. Tabor, Pawlet, Tinmouth, and West Haven. The RRPC will be scheduling meetings and site visits with Towns in the coming weeks.
- Ed, Steffanie, and I continue work on the Regional Plan Update as you know from Steffanie’s presentation. To help with housing in the region and inform our housing chapter of the Regional Plan, the RRPC has contracted with Vermont Housing Finance Agency (VHFA) to conduct a Rutland Region Housing Needs Assessment. The project kicks off Friday and is anticipated to be completed by end of July.
- Group6 Interactive is currently building the new RRPC website with the hope of launching it by July 1. Thank you to all that have provided testimonials, your words are exceptionally supportive.
- The RRPC, along with the Town of Brandon, was awarded a Municipal Planning Grant to complete Phase II of the Rutland Asset Mapping Project or RAMP. The RRPC plans to work with all 27 Towns over the next year to create unique town URLs and add asset datapoints.

The hope is to create a sustainable local tourism model that every Town can take advantage of.

- Lastly, The RRPC, as part of our State Contract, will host an Open Meeting Law Training for municipal officials at the end of June. Time and date TBD but expect an announcement soon.
- Lastly, Barbara wanted me to remind the Board that the Municipal Energy Resilience Program or MERP is still accepting applications for mini grants. According to the latest report, the Rutland Region had only submitted 7 and we hope to get more. These no-match grants of \$4,000 are meant to be flexible. I will let Barbara take it from here, but if you are interested or have questions please do not hesitate to reach out to Barbara or Maggie.

## 8. EXECUTIVE/FINANCE COMMITTEE REPORT

Neary provided the committee report from April and May 2023. Chair Berner appointed Gibbs as the head of the nominating committee. Gibbs will create the committee and provide recommendations at the June Board Meeting.



RUTLAND REGIONAL PLANNING COMMISSION

#### 9. REGIONAL COMMITTEE REPORT

Vice-Chair Mills provided a committee report from the May 16, 2023, Regional Committee Meeting. The committee heard a presentation, from the developer, on a proposal for a 3.5 MW solar energy project in Pittsford on Furnace Brook Road. No action was taken.

#### 10. TRANSPORTATION ADVISORY COMMITTEE (TAC) REPORT

This Committee did not meet in April. The next meeting, May 25<sup>th</sup>, will include a discussion around wildlife crossings.

#### 11. AREA WIDE CITIZENS

None present.

#### 12. EX-OFFICIO MEMBERS

None Present.

#### 13. COMMISSIONER UPDATES

Brandon: Brandon has hired the Selectboard Chairperson as their new town manager. The Chairperson position has also been filled. Brandon was awarded a Municipal Energy Program mini grant of \$4,000. The State has mandated that Brandon begin testing their landfill for PFAs. The Town clock is being fixed.

Castleton: Castleton has filled their Zoning Administrator position. The former Zoning Administrator has agreed to onboard the new employee, allowing for a smooth transition. Castleton continues to work on zoning ordinances, which is proving to be a long process. Once the zoning ordinances are complete, the town will begin working on their next town plan.

Danby: Danby's Village Center Designation Renewal Application has been accepted and designation has been granted. The Danby Planning Commission is taking the summer off and will be looking to begin work on their town plan this Fall with assistance from Ed Bove.

Ira: Provided an update on the status of the Industrial Tower.

Killington: Great Gulf now owns the development land and will be paying full taxes on the property while it is being developed. Housing deficits continue to be a major concern in Killington.

Mendon: The Route 4 Scoping Study Committee met for the first time on the 16<sup>th</sup> with assistance from Steffanie Bourque from the RRPC.

Middletown Springs: Middletown Springs has a new Planning Commission membership body. Working on the Town Plan will be the first order of business for the group. Barbara Pulling from the RRPC has been invited to an upcoming meeting to assist in a review of Middletown Springs' energy plan. Devon Neary from the RRPC will also be asked to assist on a pedestrian and traffic safety plan.

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Mount Holly: Mount Holly is in the process of digitizing all their land records. There will be a town municipal planning grant workshop held on May 24<sup>th</sup>. Belmont General Store is now being operated under new ownership.

Pawlet: Continues to work with Ed Bove of the RRPC to modernize their Bylaws. The Town Zoning Committee is considering how to Zone shipping containers and hoop shelters that are stationary for multiple years. West Pawlet Village Master Plan is going to the Selectboard for approval soon. Pawlet is reviewing short-term rental ordinances to evaluate whether they should be subject to the same terms as hotels and motels.

Pittsford: Pittsford continues to discuss the Route 3 and 7 Bridge Project. The town Planning Commission has identified a need to work on the town's energy plan.

Rutland Town: The town held a special election for funding for the Public Safety Building. There was also a public hearing to discuss a potential ordinance on short-term rentals. Rutland town does not currently have zoning, so the adoption of new ordinances are entertained as situations arise.

Shrewsbury: Shrewsbury offered Pawlet support on working through permits for storage containers and hoop shelters as they recently undertook this task. Shrewsbury is digitalizing their land records with support from Mount Holly and any town who is willing to offer experience. As the planning commission has no immediate deadlines, the group is taking this opportunity to evaluate. The town will host a community values mapping event this summer.

Tinmouth: Tinmouth is looking at their town plan which is due to be updated, 2025. Will need help from the RRPC on new data and maps for Enhanced Energy Plan. Tinmouth has seen a recent increase in subdivision applications.

Wallingford: The Wallingford Selectboard is deciding where to spend ARPA funds.

West Rutland: The West Rutland Zoning Administrator approached the town with a request to have a Zoning Administrator, alternate named. This action would address conflict of interest incidents. Mary Ann Goulette agreed to act in this capacity. Jim Flint joined the West Rutland Planning Commission Board; Jim is new to the community and has a background in this work. The Selectboard was approached by Granite Renewables regarding an energy storage system for renewable energy storage. This system is proposed to be developed on Pleasant Street.

#### 14. ADJOURN

Motion by Mills to adjourn. Second by Salamon. Approved by voice vote. Meeting adjourned at 8:23 PM.

*Respectively submitted by Karen Hill*

**Rutland Regional Planning Commission**  
**Budget vs. Actuals: FY23 P&L**  
 April 2023

|  | April 2023<br>Actual | July 2022 -<br>April 2023<br>Actual | Annual Budget          | % of<br>Budget |
|--|----------------------|-------------------------------------|------------------------|----------------|
| <b>Income</b>                          |                      |                                     |                        |                |
| 402 Local Income                       |                      | 27,000.00                           | 27,000.00              | 100.00%        |
| 403 State Income                       |                      | 403,414.64                          | 424,647.00             | 95.00%         |
| 403.5 VT Dept. of Environmental Cons.  | 9,557.85             | 98,542.73                           | 183,051.00             | 53.83%         |
| 403A State Income (Non-Permanent)      | 4,577.54             | 73,005.96                           | 205,867.00             | 35.46%         |
| 404 Vt. Department of Public Safety    | 8,224.44             | 49,262.01                           | 54,785.00              | 89.92%         |
| 405 VTrans                             | 18,319.58            | 162,562.28                          | 259,406.00             | 62.67%         |
| 408 Environmental Protection Agency    |                      | 6,188.98                            | 12,207.00              | 50.70%         |
| 414 Vt. Dept. of Health                |                      | 5,153.95                            | 13,744.00              | 37.50%         |
| 419 Local Planning Assistance          | 2,038.46             | 56,369.58                           | 97,868.00              | 57.60%         |
| 420 Special Projects                   | 17,788.36            | 125,445.28                          | 195,295.00             | 64.23%         |
| 421 Miscellaneous Income               |                      | 4.80                                | 0.00                   |                |
| 430 Interest Income                    | 216.15               | 1,322.79                            | 600.00                 | 220.47%        |
| 480 In-Kind Income                     |                      | 8,236.80                            | 5,940.00               | 138.67%        |
| 490 Local Match.                       |                      | 30,546.79                           | 0.00                   |                |
| <b>Total Income</b>                    | <b>\$ 60,722.38</b>  | <b>\$ 1,047,056.59</b>              | <b>\$ 1,480,410.00</b> | <b>70.73%</b>  |
| <b>Gross Profit</b>                    | <b>\$ 60,722.38</b>  | <b>\$ 1,047,056.59</b>              | <b>\$ 1,480,410.00</b> | <b>70.73%</b>  |
| <b>Expenses</b>                        |                      |                                     |                        |                |
| 500 Salary                             | 50,401.73            | 457,201.42                          | 705,245.00             | 64.83%         |
| <b>Total 501 Fringe</b>                | <b>\$ 15,861.52</b>  | <b>\$ 149,466.40</b>                | <b>\$ 275,524.00</b>   | <b>54.25%</b>  |
| 522 Contracted Services                | 14,502.50            | 81,032.86                           | 120,000.00             | 67.53%         |
| 523 Audit/Accounting                   |                      | 10,000.00                           | 14,000.00              | 71.43%         |
| 524.2 Conferences & Trainings-All Exp. |                      | 2,157.96                            | 13,600.00              | 15.87%         |
| 524.3 Trav/Reg/Mileage (Reg Bus)       | 655.92               | 5,140.33                            | 15,337.00              | 33.52%         |
| 525 Meeting Expense                    | 243.78               | 3,195.04                            | 9,400.00               | 33.99%         |
| 530 Postage/Shipping                   | 0.00                 | 723.01                              | 3,300.00               | 21.91%         |
| 531 Printing/Copying/Ads               | 1,479.23             | 6,194.74                            | 14,542.00              | 42.60%         |
| 535 Marketing and Sponsorship          | 400.00               | 2,169.95                            | 2,000.00               | 108.50%        |
| 537 Town and Organizational Support    |                      | 3,100.88                            | 1,950.00               | 159.02%        |
| 540 Supplies                           | 297.82               | 4,169.94                            | 6,050.00               | 68.92%         |
| 541 Service Contracts                  |                      | 6,841.08                            | 11,000.00              | 62.19%         |
| 545 Subscriptions-Publicat-Software    | 747.77               | 14,976.93                           | 18,736.00              | 79.94%         |
| 546 Legal Fees                         |                      | 630.00                              | 3,500.00               | 18.00%         |
| 547 Memberships                        | 1,375.00             | 7,723.50                            | 11,800.00              | 65.45%         |
| 548 Miscellaneous                      | 549.00               | 549.00                              | 0.00                   |                |
| 550 Rent & Office Improvements         | 3,371.69             | 37,491.86                           | 55,840.00              | 67.14%         |
| 550.1 Office Cleaning                  | 540.00               | 1,605.00                            | 3,250.00               | 49.38%         |
| 551 Telephone/Communication Serv.      | 1,116.32             | 6,575.97                            | 6,160.00               | 106.75%        |
| 552 Electricity                        | 272.54               | 2,376.23                            | 3,800.00               | 62.53%         |
| 553A Grant Disbursements               |                      | 57,957.79                           | 126,364.00             | 45.87%         |
| 559.5 Program Administration           |                      | 4,279.54                            | 0.00                   |                |
| <b>Total 560 Insurance</b>             | <b>\$ 0.00</b>       | <b>\$ 8,755.00</b>                  | <b>\$ 8,500.00</b>     | <b>103.00%</b> |
| 565 Equipment Purchase                 | 5,906.72             | 33,275.78                           | 40,100.00              | 82.98%         |
| 580 In-Kind                            |                      | 8,236.80                            | 5,940.00               | 138.67%        |
| 580.1 Local Match                      |                      | 30,546.79                           | 0.00                   |                |
| 591 Bank Charges                       | 25.00                | 35.00                               | 0.00                   |                |
| <b>Total Expenses</b>                  | <b>\$ 97,746.54</b>  | <b>\$ 946,408.80</b>                | <b>\$ 1,475,938.00</b> | <b>64.12%</b>  |
| <b>Net Operating Income</b>            | <b>-\$ 37,024.16</b> | <b>\$ 100,647.79</b>                | <b>\$ 4,472.00</b>     |                |
| <b>Other Expenses</b>                  |                      |                                     |                        |                |
| 586 Restricted Exp. Creek Path         |                      | 12,205.00                           | 0.00                   |                |
| <b>Total Other Expenses</b>            | <b>\$ 0.00</b>       | <b>\$ 12,205.00</b>                 | <b>\$ 0.00</b>         |                |
| <b>Net Other Income</b>                | <b>\$ 0.00</b>       | <b>-\$ 12,205.00</b>                | <b>\$ 0.00</b>         |                |
| <b>Net Income</b>                      | <b>-\$ 37,024.16</b> | <b>\$ 88,442.79</b>                 | <b>\$ 4,472.00</b>     |                |

**Rutland Regional Planning Commission**  
**Balance Sheet**  
As of April 30, 2023

|  | Total                  |
|--|------------------------|
| <b>ASSETS</b>                          |                        |
| <b>Current Assets</b>                  |                        |
| <b>Bank Accounts</b>                   |                        |
| 101 HFCU Checking                      | 239,659.21             |
| 101-1 Key Bank Checking                | 248,397.72             |
| 101-1.1 Key Bank Checking - CWSP - F   | -25.00                 |
| 101-2 Bank of Bennington               | 224,970.00             |
| 101-3 Credit Union of Vermont          | 184,951.01             |
| 101-3.5 Credit Union of VT Savings     | 25.03                  |
| 104 Savings - HFCU                     | 89.20                  |
| 105 Petty Cash                         | 341.36                 |
| <b>Total Bank Accounts</b>             | <b>\$ 898,408.53</b>   |
| <b>Accounts Receivable</b>             |                        |
| 120 Accounts Receivable                | 490,234.90             |
| <b>Total Accounts Receivable</b>       | <b>\$ 490,234.90</b>   |
| <b>Other Current Assets</b>            |                        |
| 130 Prepaid Insurance                  | 3,516.00               |
| <b>Total Other Current Assets</b>      | <b>\$ 3,516.00</b>     |
| <b>Total Current Assets</b>            | <b>\$ 1,392,159.43</b> |
| <b>Fixed Assets</b>                    |                        |
| 150 Maps & Equipment                   | 57,279.90              |
| 151 Accum. Depr. Maps & Equip.         | -51,281.43             |
| 160 Leasehold Improvements             | 28,261.80              |
| 161 Accum. Depr. - Lease Imp.          | -8,054.52              |
| <b>Total Fixed Assets</b>              | <b>\$ 26,205.75</b>    |
| <b>Other Assets</b>                    |                        |
| 142 Deferred Pension Outflow           | 88,692.77              |
| <b>Total Other Assets</b>              | <b>\$ 88,692.77</b>    |
| <b>TOTAL ASSETS</b>                    | <b>\$ 1,507,057.95</b> |
| <b>LIABILITIES AND EQUITY</b>          |                        |
| <b>Liabilities</b>                     |                        |
| <b>Current Liabilities</b>             |                        |
| <b>Accounts Payable</b>                |                        |
| 200 Accounts Payable                   | 5,035.09               |
| <b>Total Accounts Payable</b>          | <b>\$ 5,035.09</b>     |
| <b>Other Current Liabilities</b>       |                        |
| 202 Payroll Liabilities                | 13.98                  |
| 214 Health Insurance                   | 1,298.36               |
| 219 Deferred Grant Income              | 529,000.09             |
| 220 Vision Plan                        | -5.68                  |
| 220.5 Dental                           | 99.70                  |
| 222 Retirement DB                      | 2,485.18               |
| 225 Net Pension Liability              | 148,261.00             |
| 230 Acc. Annual Leave                  | 31,812.79              |
| 240 Accrued Comp Leave                 | 9,087.53               |
| 241 Deferred Pension Inflow            | 92,012.00              |
| 260 Note Payable - Creek Path          | 10,000.00              |
| <b>Total Other Current Liabilities</b> | <b>\$ 824,064.95</b>   |
| <b>Total Current Liabilities</b>       | <b>\$ 829,100.04</b>   |
| <b>Total Liabilities</b>               | <b>\$ 829,100.04</b>   |
| <b>Equity</b>                          |                        |
| 3900 Fund Balance                      | 383,058.57             |
| 392 Res. Fd. Bl. - Creek Path          | 206,456.55             |
| Net Income                             | 88,442.79              |
| <b>Total Equity</b>                    | <b>\$ 677,957.91</b>   |
| <b>TOTAL LIABILITIES AND EQUITY</b>    | <b>\$ 1,507,057.95</b> |