



RUTLAND REGIONAL PLANNING COMMISSION

RRPC BOARD OF COMMISSIONERS

TUESDAY, February 20, 2024, 7:00 PM

MEETING DETAILS

Virtual: [Teams Meeting](#), ID: 224 634 587 902, Pass: dBEdSy | Call: 1-802-440-1368, ID: 641 278 173#

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

COMMISSIONER ATTENDANCE

(x = in person) (v = virtual)

TOWN	NAME	
Benson	Cheryl Murray	
Brandon	Jack Schneider	V
Castleton	Liz MacKay	
Chittenden	Gary Congdon	
Clarendon	Brownson Spencer	X
Danby	Michelle Bushee Andrea Stoddard	X X
Fair Haven	Bob Richards	
Hubbardton	Robert Gibbs	X
Ira	Bob Kirbach	V
Killington	Andrew Salamon	X
Mendon	Larry Courcelle	X
Middletown Springs	Steven Harrington	
Mount Holly	Jessica Metcalfe	V
Mount Tabor		
Pawlet	John Sabotka	V
Pittsford	Donna Wilson	
Poultney	Sarah Pelkey	V
Proctor	Judy Frazier	

TOWN	NAME	
Rutland City	Michael Doenges	
Rutland Town	Fred Nicholson	X
Shrewsbury	Laura Black	V
Sudbury	Barbara Somson	V
Tinmouth	Robert Lloyd	
Wallingford	Erika Berner	X
Wells	Don Preuss	
West Haven	Rod Ethier	
West Rutland	Leona Minard	X
ACI-Natural Resources	Hilary Solomon	V
Ex-Officio- CEDRR	Lyle Jepson	
Ex-Officio- CEDRR	Tyler Richardson	
Ex-Officio- TAC		
Ex-Officio- RRWIB		

Guests: None present.



RUTLAND REGIONAL PLANNING COMMISSION

Staff: Mary Kay Skaza, Karen Hill, Logan Solomon

MEETING MINUTES

1. PUBLIC HEARING

Chair Berner opened the public meeting for the Hubbardton Town Plan and Confirmation of Planning Process at 7:01 pm. No public present. Public hearing was closed at 7:02 pm.

2. CALL TO ORDER & INTRODUCTIONS

Meeting called to order by Chair Berner at 7:03pm. Introductions were made.

3. APPROVAL OF FEBRUARY 20th AGENDA

Motion to approve the February 20, 2024, agenda by Courcelle. Second by Nicholson. Approved by voice vote.

4. APPROVAL OF JANUARY 16TH MINUTES

Motion to Approve the January 16, 2024, minutes by Nicholson. Second by Gibbs. Approved by voice vote.

5. OPEN TO PUBLIC

None present.

6. RRPC PROGRAM HIGHLIGHT

Logan Solomon, RRPC Planner, provided an overview of the Housing Resource Navigator and shared that the State's deadline is this year.

7. TREASURERS REPORT

Mary Kay Skaza reviewed the December 2023 Financials. Report for informational purposes only.

8. EXECUTIVE DIRECTORS REPORT

Mary Kay Skaza provided the report in Devon Neary's absence.

- RRPC has an opportunity to move the office to a new location behind the Opera House at 16 Evelyn Street, former home to GRCSU offices. The space is about 1,000 more square feet and includes 12 offices, two bathrooms, and two large conference rooms. We would control our own space, and there is attached parking and accessible entrances. The Executive Finance Committee would like to tour the space on 2/27. Mary Kay stated that there would be more information to come. Chair Berner stated that the Executive Finance Committee would tour the space first. If the space is a feasible option, the full board would then be invited for a tour.
- RRPC staff are revamping the Town Planning Program. With more towns doing their own town plans due to lack of funding from the MPG program, the RRPC wants to connect with towns early and often about their town plan updates.



RUTLAND REGIONAL PLANNING COMMISSION

- Greg is ready to take on workforce development. A meeting has been scheduled in early March to reconvene the Board. The RRWIB model and long-term funding opportunities to support the program are currently being researched.
- RRPC has completed the cash flow and hours projections for staff from January 1 to June 30. We have a plan to spend down the necessary grants and end the year in the black.

9. REGIONAL PLAN UPDATE

Mary Kay Skaza provided the report.

- Task 1, Revision 2 was submitted by staff and is being reviewed by the committee.

Engagement Strategy

- The current survey count is 475 and growing daily. We are on track to meet our goal of 1,000.
- Completed the Community Open House advertisement launch with assistance from community-based partners.
- Presented to nearly half of the 27 selectboards.
- Held 11 pop-up events throughout the county, reaching 100s of people.
- Held the first Community Open House in Brandon on Saturday. We had a disappointing turnout of only 10 but had very substantial conversations and feel like the quality was better than the quantity. Thank you to our Commissioners Donna Wilson and Jack Schneider for helping!
- There are 6 more pop-up events in February and the next Community Open Houses will be in Castleton on 3/2 and Middletown Springs on 3/16.
- RRPC Staff will be scheduling Focus Group Meetings and Technical Workshops with Key Partners to inform their chapters in February, March, and April.
- RRPC Staff also completed our equity engagement plan and are beginning to meet with partners to set up focus groups and engagement events.

Plan Layout/Graphic Design

- RRPC Staff are still working on first draft of chapter 1 in the layout/design template.
- Developing “writer’s guide” for staff authors to streamline the transfer of text to graphic designer for layout.
- Staff have selected design elements (colors schemes and patterns) for their chapters.

Discussion continued regarding access to the survey, and Logan Solomon responded to Commissioner questions regarding the engagement strategy.

10. EXECUTIVE/FINANCE COMMITTEE REPORT

Chair Berner provided the Executive Finance Committee report of February 12th. No action taken. For informational purposes only.

11. COMMUNITY COMMITTEE REPORT

Committee Chair Gibbs reported that the Community Committee had met earlier in the evening and would not be making a recommendation to the full board regarding the Hubbardton Town



RUTLAND REGIONAL PLANNING COMMISSION

Plan. Motion by Commissioner Courcelle to disapprove the Hubbardton Town Plan for regional approval as presented as it is not complete based on State Statute requirements. Seconded by Commissioner Black. Discussion ensued. Robert Gibbs, acting on behalf of the Town of Hubbardton Selectboard, withdrew the 2024 Hubbardton Town Plan for regional approval consideration at this time and will take the plan back to the Town for revision. Commissioner Courcelle rescinded his motion to disapprove the Hubbardton Town Plan.

12. TRANSPORTATION ADVISORY COMMITTEE (TAC) REPORT

Skaza shared the TAC Committee Report. TAC hosted James Sullivan from UVM's Transportation Research Center, who presented on speeding countermeasures suitable for use in Vermont. VTrans also announced that VPSP2, their collaborative work with TAC to help set regional infrastructure priorities has been cancelled again this year due to larger financial concerns.

13. AREA WIDE CITIZENS

Hilary Solomon from The Poultney Mettowee Natural Resources Conservation District shared information about projects they are working on. The Conservation District is currently holding their spring [plant sale](#).

14. EX-OFFICIO MEMBERS

No report.

15. COMMISSIONER ROUNDTABLE

Commissioner Courcelle, board representative from Mendon, shared the report "Mendon On The Move". This is a Route 4 scoping study addressing bike and pedestrian safety in Mendon. A recent public hearing held to discuss bike and pedestrian safety evolved into a discussion involving speed and vehicular safety along Route 4. The Mendon Selectboard will be looking into this secondary topic as a future project.

16. ADJOURN

Gibbs made a motion to adjourn the meeting. Second by Courcelle. Chair Berner adjourned the meeting at 8:18 pm.