



# RUTLAND REGIONAL PLANNING COMMISSION

## RRPC BOARD OF COMMISSIONERS

TUESDAY, MARCH 19, 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, 3<sup>rd</sup> Floor, 67 Merchants Row, Rutland, VT 05701

### MEETING AGENDA

#### 7:00 PUBLIC HEARINGS

- [Brandon Town Plan](#) and Confirmation of Planning Process
- [Pawlet Town Plan](#) and Confirmation of Planning Process

7:05 CALL TO ORDER & INTRODUCTIONS

7:10 APPROVAL OF JANUARY 19<sup>TH</sup> AGENDA

7:12 APPROVAL OF FEBRUARY 20<sup>TH</sup> MINUTES

7:15 OPEN TO PUBLIC

7:20 RRPC PROGRAM HIGHLIGHT

- Rutland Region Asset Mapping Project (RAMP) – *Nic Stark*

7:40 JANUARY 2024 FINANCIALS

7:45 EXECUTIVE DIRECTORS REPORT

7:55 REGIONAL PLAN UPDATE

8:00 EXECUTIVE/FINANCE COMMITTEE REPORT

8:05 REGIONAL COMMITTEE REPORT

8:10 COMMUNITY COMMITTEE REPORT

8:15 TRANSPORTATION ADVISORY COMMITTEE (TAC) REPORT

8:20 AREA WIDE CITIZENS

8:22 EX-OFFICIO MEMBERS

8:25 COMMISSIONER ROUNDTABLE

8:40 ADJOURN

Questions? Need special accommodations?

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



# 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, 3<sup>rd</sup> 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 16<sup>TH</sup> 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 Mettowiee 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.

**Rutland Regional Planning Commission**  
**Budget vs. Actuals: FY24**  
January 2024

	January 2024 Actual	July 2023 - January 2024 Actual	Annual Budget	% of Budget
<b>Income</b>				
402 Local Income		27,000.00	27,000.00	100.00%
403 State Income		437,937.77	576,373.00	75.98%
403.5 VT Dept. of Environmental Cons.	8,479.75	112,972.14	975,484.00	11.58%
403A State Income (Non-Permanent)	9,889.04	50,150.76	103,853.00	48.29%
404 Vt. Department of Public Safety	3,385.64	31,908.16	58,840.00	54.23%
404B VT Dept. of Buildings and Gen. Services	8,316.71	40,142.51	70,774.00	56.72%
405 VTrans	18,700.28	109,989.42	261,957.00	41.99%
408 Environmental Protection Agency	892.58	892.58	65,050.00	1.37%
419 Local Planning Assistance	2,869.56	28,349.32	81,055.00	34.98%
420 Special Projects	9,524.28	35,740.46	302,739.00	11.81%
421 Miscellaneous Income		3.55	0.00	
430 Interest Income	406.18	3,288.44	800.00	411.06%
490 Local Match.		59,560.00	0.00	
<b>Total Income</b>	<b>\$ 62,464.02</b>	<b>\$ 937,935.11</b>	<b>\$ 2,523,925.00</b>	<b>37.16%</b>
<b>Gross Profit</b>	<b>\$ 62,464.02</b>	<b>\$ 937,935.11</b>	<b>\$ 2,523,925.00</b>	<b>37.16%</b>
<b>Expenses</b>				
500 Salary	58,641.96	424,726.86	731,698.00	58.05%
<b>Total 501 Fringe</b>	<b>\$ 20,399.12</b>	<b>\$ 153,405.82</b>	<b>\$ 317,603.00</b>	<b>48.30%</b>
522 Contracted Services	100.00	22,675.20	1,071,812.00	2.12%
523 Audit/Accounting		15,300.00	22,400.00	68.30%
524.2 Conferences & Trainings-All Exp.	9.13	15,670.90	28,027.00	55.91%
524.3 Trav/Reg/Mileage (Reg Bus)	980.26	4,920.62	13,415.00	36.68%
525 Meeting Expense	233.89	2,832.47	13,973.00	20.27%
530 Postage/Shipping		1,328.20	3,475.00	38.22%
531 Printing/Copying/Ads	757.28	3,859.30	12,810.00	30.13%
535 Marketing and Sponsorship	758.52	3,310.52	11,200.00	29.56%
537 Town and Organizational Support	1,074.39	1,079.52	2,500.00	43.18%
540 Supplies	501.27	4,040.17	10,974.00	36.82%
541 Service Contracts		6,344.45	9,000.00	70.49%
545 Subscriptions-Publicat-Software	1,101.63	16,655.29	32,392.00	51.42%
546 Legal Fees	325.00	475.00	7,250.00	6.55%
547 Memberships	1,680.00	6,371.00	10,512.00	60.61%
548 Miscellaneous	-35.80	0.00	0.00	
550 Rent & Office Improvements	3,570.00	28,304.76	72,000.00	39.31%
550.1 Office Cleaning	810.00	2,430.00	4,680.00	51.92%
551 Telephone/Communication Serv.	845.49	5,740.83	9,520.00	60.30%
552 Electricity	331.97	1,791.98	3,800.00	47.16%
553A Grant Disbursements		56,155.82	74,061.00	75.82%
<b>Total 560 Insurance</b>	<b>\$ 2,910.00</b>	<b>\$ 7,259.00</b>	<b>\$ 9,800.00</b>	<b>74.07%</b>
565 Equipment Purchase	1,857.56	14,982.47	23,500.00	63.76%
580.1 Local Match		59,560.00	0.00	
<b>Total Expenses</b>	<b>\$ 96,851.67</b>	<b>\$ 859,220.18</b>	<b>\$ 2,496,402.00</b>	<b>34.42%</b>
<b>Net Operating Income</b>	<b>-\$ 34,387.65</b>	<b>\$ 78,714.93</b>	<b>\$ 27,523.00</b>	
<b>Other Income</b>				
486 Restricted Income Creek Path	600.00	33,500.00	0.00	
<b>Total Other Income</b>	<b>\$ 600.00</b>	<b>\$ 33,500.00</b>	<b>\$ 0.00</b>	
<b>Other Expenses</b>				
586 Restricted Exp. Creek Path		113,264.00	0.00	
<b>Total Other Expenses</b>	<b>\$ 0.00</b>	<b>\$ 113,264.00</b>	<b>\$ 0.00</b>	
<b>Net Other Income</b>	<b>\$ 600.00</b>	<b>-\$ 79,764.00</b>	<b>\$ 0.00</b>	
<b>Net Income</b>	<b>-\$ 33,787.65</b>	<b>-\$ 1,049.07</b>	<b>\$ 27,523.00</b>	

**Rutland Regional Planning Commission**  
**Balance Sheet**  
As of January 31, 2024

	<b>Total</b>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Bank Accounts</b>	
101 HFCU Checking	133,754.37
101-1 Key Bank Checking	324,328.74
101-1.1 Key Bank Checking - CWSP - F	328,503.69
101-2 Bank of Bennington	74,970.00
101-3 Credit Union of Vermont	184,951.01
101-3.5 Credit Union of VT Savings	25.12
104 Savings - HFCU	89.34
<b>Total Bank Accounts</b>	<b>\$ 1,046,622.27</b>
<b>Accounts Receivable</b>	
120 Accounts Receivable	276,904.10
121 Due from CWSP to Operating	22,692.47
<b>Total Accounts Receivable</b>	<b>\$ 299,596.57</b>
<b>Other Current Assets</b>	
130 Prepaid Insurance	3,560.50
<b>Total Other Current Assets</b>	<b>\$ 3,560.50</b>
<b>Total Current Assets</b>	<b>\$ 1,349,779.34</b>
<b>Fixed Assets</b>	
150 Maps & Equipment	17,746.96
151 Accum. Depr. Maps & Equip.	-15,267.49
160 Leasehold Improvements	28,261.80
161 Accum. Depr. - Lease Imp.	-8,779.52
163 Website Development	9,965.00
<b>Total Fixed Assets</b>	<b>\$ 31,926.75</b>
<b>Other Assets</b>	
140 Prepaid Expenses	9.31
142 Deferred Pension Outflow	146,461.77
170 Right-of-Use Asset	68,578.76
175 ROU - Accumulated Amortization	-2,543.61
<b>Total Other Assets</b>	<b>\$ 212,506.23</b>
<b>TOTAL ASSETS</b>	<b>\$ 1,594,212.32</b>
<b>LIABILITIES AND EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
200 Accounts Payable	2,151.43
201 Due to Operating from CWSP	22,692.47
<b>Total Accounts Payable</b>	<b>\$ 24,843.90</b>
<b>Other Current Liabilities</b>	
202 Payroll Liabilities	197.13
214 Health Insurance	631.44
219 Deferred Grant Income	512,308.70
220 Vision Plan	-4.16
222 Retirement DB	3,208.38
225 Net Pension Liability	327,027.00
230 Acc. Annual Leave	27,654.99
239 Accrued Expenses	996.00
240 Accrued Comp Leave	6,417.59
241 Deferred Pension Inflow	2,028.00
245 Current Portion of Lease Liability	31,543.00
260 Note Payable - Creek Path	10,000.00
<b>Total Other Current Liabilities</b>	<b>\$ 922,008.07</b>
<b>Total Current Liabilities</b>	<b>\$ 946,851.97</b>
<b>Long-Term Liabilities</b>	
250 Lease Liability	66,035.15
255 Lease Liability - CONTRA	-31,543.00
<b>Total Long-Term Liabilities</b>	<b>\$ 34,492.15</b>
<b>Total Liabilities</b>	<b>\$ 981,344.12</b>
<b>Equity</b>	
3900 Fund Balance	487,224.72
392 Res. Fd. Bl. - Creek Path	126,692.55
Net Income	-1,049.07
<b>Total Equity</b>	<b>\$ 612,868.20</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$ 1,594,212.32</b>



# **RUTLAND REGIONAL PLANNING COMMISSION**

## **EXECUTIVE DIRECTORS REPORT**

**MONDAY, MARCH 11, 2024**

1. RRPC held the first meeting of the Rutland Region Workforce Investment Board (RRWIB) since 2021. The board appointed new members, elected new officers, and approved the RRPC work scope for 2024-2025. For year 1, the RRPC will focus on making career exploration events available to every public high school in Rutland County. The board discussed long-term funding, programming, and coordination with other workforce development programs, events, and partners. The board will meet again in April where they will focus on a bylaw amendment and the “3-year vision”.
2. VAPDA is conducting an RPC evaluation for FY24/FY25. The evaluation will include an RPC board visit by two other RPC directors in May. VAPDA is also releasing a RFP for Consulting Services for Statewide Evaluation and Performance Accountability of Vermont Regional Planning Commissions. The scope of these services will be to review the goals of VAPDA and individual RPCs, conduct surveys of towns and commissioners, conduct interviews with partners, evaluate programs, engagement efforts, governance structures, and more. The report will provide each RPC with a matrix of strengths and weaknesses as well as a 5-year strategic plan for VAPDA.
3. RRPC will hold another Open Meeting Law Training with Vermont Secretary of State Sarah Copeland Hanzas in early/mid-May. RRPC is planning to offer more municipal training opportunities in the future.
4. RRPC will begin preparing the FY25 budget, updates to bylaws and policies, and conducting annual staff performance evaluations in April & May.





# RUTLAND REGIONAL PLANNING COMMISSION

To: RRPC Board of Commissioners

From: Devon Neary

Date: March 19, 2024

RE: Regional Plan Status Report #5

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## **Drafting Process**

- Task 2 Rev 1 was kicked off with staff on 3/4/24. The first draft “current conditions and future trends” will be completed by 4/26/24.

## **Internal Review**

- No updates.

## **Engagement Strategy**

- The current survey count is 768. February was a down month (145 responses) but March is very strong (181 responses).
- Held the Castleton Community Open House with approximately 20 attendants.
- Middletown Springs Community Open House was held over the weekend (3/16), the Wallingford Community Open House will be 3/30 and the Rutland City Community Open House will be 4/17.
- Completed selectboard presentations to all 27 boards in the Region.
- Completed 21 Pop-Up Events and have 3 remaining in Mendon, Clarendon, and Shrewsbury.
- RRPC Staff are scheduling their Focus Group Meetings and Technical Workshops with Key Partners to inform their chapters in March and April.
- RRPC Interns have created the first draft of the engagement report using the first half of engagement data. The engagement report will be included as an addendum to the Region Plan.

## **Plan Layout/Graphic Design**

- Still working on first draft of chapter 1 in the layout/design template.
- Completed the Writer’s Guide and released to staff with the kick off of Task 2 drafting.
- Created a data and mapping master sheet to evaluate data for data visualization and graphic design.