



RUTLAND REGIONAL PLANNING COMMISSION

RRPC BOARD OF COMMISSIONERS

TUESDAY, APRIL 16, 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

MEETING AGENDA

7:00 PUBLIC HEARINGS

- [Mount Holly Town Plan](#) and Confirmation of Planning Process
- [West Rutland Town Plan](#) and Confirmation of Planning Process

7:05 CALL TO ORDER & INTRODUCTIONS

7:10 APPROVAL OF APRIL 16TH AGENDA

7:12 APPROVAL OF MARCH 19TH MINUTES

7:15 OPEN TO PUBLIC

7:20 EXECUTIVE DIRECTORS REPORT

7:30 REGIONAL PLAN UPDATE

7:40 EXECUTIVE/FINANCE COMMITTEE REPORT

- APPROVE New Office Location

8:10 REGIONAL COMMITTEE REPORT

8:15 COMMUNITY COMMITTEE REPORT

8:20 TRANSPORTATION ADVISORY COMMITTEE (TAC) REPORT

8:25 AREA WIDE CITIZENS

8:27 EX-OFFICIO MEMBERS

8:30 COMMISSIONER ROUNDTABLE

8:45 ADJOURN

Questions? Need special accommodations?
Contact: Devon Neary at devon@rutlandrpc.org or (802) 775-0871.



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, 3rd Floor, 67 Merchants Row, Rutland, VT 05701

COMMISSIONER ATTENDANCE

(x = in person) (v = virtual)

TOWN	NAME	
Benson	Cheryl Murray	V
Brandon	Jack Schneider	X
Castleton	Frank Johnson	
Chittenden	Gary Congdon	
Clarendon	Brownson Spencer	X
Danby	Andrea Stoddard	V
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	X
Poultney	Sarah Pelkey	X
Proctor	Judy Frazier	

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

Guests: None present.

Staff: Devon Neary, Mary Kay Skaza, Karen Hill, Nic Stark (v)



RUTLAND REGIONAL PLANNING COMMISSION

MEETING MINUTES

1. PUBLIC HEARING

Chair Berner opened the public meeting for the Brandon Town Plan and Confirmation of Planning Process and the Pawlet Town Plan and Confirmation of Planning Process at 7:00 pm. No public present. Public hearing was closed at 7:01 pm.

2. CALL TO ORDER & INTRODUCTIONS

Meeting called to order by Chair Berner at 7:01 pm. Introductions were made. A moment of Silence was observed for Fred Nicholson.

3. APPROVAL OF March 19th AGENDA

Motion by Rosenblum to approve the agenda with changes to reflect the correction of the agenda date to March 19, 2024, and to add an agenda item, under the Regional Committee Report, the nomination and election of a new committee chairperson. Second by Salamon. Approved by voice vote.

4. APPROVAL OF February 20th MINUTES

Motion to approve the February 20, 2024, minutes by Gibbs. Second by Pelkey. Approved by voice vote.

5. OPEN TO PUBLIC

None present.

6. RRPC PROGRAM HIGHLIGHT

Nic Stark, RRPC GIS Planner, provided an overview of the Rutland Regional Asset Mapping Project (RAMP) and the Vermont Department of Health (VDH) – Health Equity Toolkit. RAMP Phase 2 has been funded by VDH through a health equity implementation pilot and RAMP Phase 3 will continue with a Municipal Planning Grant through the Town of Brandon. Stark also informed the Board that he might need assistance connecting with their Planning Commissions of upcoming meetings. Stark will be reaching out to the board, through email, with more information about the project.

7. TREASURERS REPORT

Mary Kay Skaza reviewed the January 2024 Financials. Report for informational purposes only.

8. EXECUTIVE DIRECTORS REPORT

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”.



RUTLAND REGIONAL PLANNING COMMISSION

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.

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.

RRPC will begin preparing the FY25 budget, updates to bylaws and policies, and conducting annual staff performance evaluations in April & May.

9. REGIONAL PLAN UPDATE

Neary provided an update on Task 2 of the drafting process and the status of Phase 1 of the public engagement.

10. EXECUTIVE/FINANCE COMMITTEE REPORT

Skaza provided the Executive Finance Committee report of March 11th. No action taken. For informational purposes only.

11. REGIONAL COMMITTEE REPORT

Chair Berner shared information about the nine projects that came before the committee.

Two land subdivision projects in Killington were discussed. No action was taken.

Five Green School Projects addressing stormwater runoff at schools with EPA funding were discussed. No action was taken.

One Project in Pawlet concerning parking lot changes, lighting and signage at a retail location was discussed. No action was taken.

One Project in Poultney regarding changing the use of a portion of the former Green Mountain College Campus into a destination hotel. Action was recommended by the committee in the form of a letter of support. **A Motion was made by Courcelle to send a letter of support from the RRPC. Second by Salamon. Approved by voice vote.**

Chair Berner asked for a nomination to be made for a new chairperson for the Regional Committee to fill the vacancy left by Fred Nicholson. No nominations were made. Chair Berner will act as the interim chair of this committee until it is filled.



RUTLAND REGIONAL PLANNING COMMISSION

12. COMMUNITY COMMITTEE REPORT

Motion by Courcelle to forward to the Board of Commissioners a recommendation for approval of the Brandon Town Plan and Confirmation of Planning Process and the determination of compliance of Brandon's Enhanced Energy Plan Compliance and the Pawlet Town Plan and Confirmation of Planning Process. Second by Salamon. Approved by voice vote.

13. TRANSPORTATION ADVISORY COMMITTEE (TAC) REPORT

Neary provided the Transportation Advisory Committee Report. The TAC is working on developing a list of projects to be included in the Transportation Chapter of the 2026 Regional Plan.

14. AREA WIDE CITIZENS

No report.

15. EX-OFFICIO MEMBERS

Lyle Jepson, representing CEDRR shared a student production video showcasing the growing and award-winning student robotics club. He shared that we are raising talented youth who will shortly be choosing where to build their futures. He urged that the good work that our dual organization are doing should include molding communities that this next highly educated generation will find attractive.

16. COMMISSIONER ROUNDTABLE

Laura Black shared a "Community Values Mapping Project" that Shrewsbury is working on. This project will include a series of events where community members will gather to map areas that have significance to them and capture reasons why. These maps will assist Shrewsbury's ongoing development/conservation projects.

17. ADJOURN

Rosenblum made a motion to adjourn the meeting. Second by Wilson. Chair Berner adjourned the meeting at 7:59 pm.

Respectively submitted by Karen Hill



RUTLAND REGIONAL PLANNING COMMISSION

EXECUTIVE DIRECTORS REPORT

TUESDAY, MARCH 11, 2024

1. The RRPC has been informed of significant to the timeline, project ranking criteria, and town prioritization as related to the Municipal Technical Assistance Program (MTAP). As you may recall, the qualification to submit applications to the MTAP program was expanded from an original 7 high-need/low-capacity towns to 12 total in our region. We were told in December that we had until June 30 to get statements of work (SoW) in place through the Agency of Administration, and we planned accordingly. On March 28, we were told that the deadline for SoW proposals to be submitted to the Agency is April 30 because the program is running out of funding. We have submitted draft statements of work for all eleven (11) pre-approved towns that “accepted” the program and we are hopeful that some of them will be selected to proceed to implementation.
2. The RRPC has identified a possible sustaining funding source for the Rutland Region Workforce Investment Board (WIB) through Northern Borders Regional Commission. The 2024 Workforce Opportunity for Rural Community Grant program funds projects supporting rural communities in aligning workforce development efforts with economic development plans. Greg will bring this opportunity to the WIB for approval.
3. The May RRPC Board of Commissioners meeting will include a visit from two other RPC Directors as part of the VAPDA RPC evaluation process. This information will be used by a consultant to provide a comprehensive evaluation and strategic plan for the RRPC.
4. The RRPC has recently signed several new climate and energy contracts such as MERP mini grants for Enhanced Energy Plans in Middletown Springs and Pittsford. The RRPC is also applying to receive a Department of Energy, Energy Efficiency and Conservation Block Grant (EECBG) to develop a thermal energy plan and pilot program. The RRPC will also be working on new climate resilience projects such as the Municipal Vulnerability Index (MVI) and Climate Pollution Reduction Grant (CPRG).
5. The RRPC has confirmed a date for the Secretary of State Open Meeting Law Training. Secretary Hanzas and her team will be hosting the hybrid training at the RRPC office on June 26th. The RRPC will be sending out a series of reminders to the entire Rutland Region along with a survey for those who cannot attend.
6. Legislative Updates:
 - a. S.55 Open Meeting Law: new draft requires towns to record meetings and post videos, lacks training or funding, and does not allow for fully virtual.
 - b. H.875 Municipal Code of Ethics: new training, reporting, investigation requirements and new legal right to civil action.



RUTLAND REGIONAL PLANNING COMMISSION

REGIONAL PLAN STATUS REPORT

TUESDAY, APRIL 16, 2024

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.
- Staff shared outlines and identified areas of overlap for Task 2 Rev 1.

DRAFTING PROCESS

- No updates

ENGAGEMENT STRATEGY

- Phase 1 of public engagement is nearly complete. Held 23 pop-up events, 27 selectboard presentations, public survey, and several focus groups and technical workshops.
- Survey exceeded the 1,000-response goal with 1,143 responses collected. Thank you to all that provided feedback!
- Rutland City Community Open House will be 4/17 at the Paramount Theater.
- Staff are finishing up their final focus groups, technical workshops, and equity engagement.
- RRPC Interns are drafting the Phase 1 public engagement report and will present to RRPC Board of Commissioners at the May 21st meeting.

PLAN LAYOUT/GRAPHIC DESIGN

- Work continues on Chapter 1 (introduction) layout/design and data visualization/graphics.
- Staff are working on identifying what data visualization/graphics will be used for Task 2 Rev 1 (current conditions/future trends).



RUTLAND REGIONAL PLANNING COMMISSION

RRPC EXECUTIVE FINANCE COMMITTEE

TUESDAY, APRIL 2, 2024, 5:00 PM

MEETING DETAILS

LOCATION

Virtual: [Teams Meeting](#), Call in: 1-802-440-1368, Meeting ID: 382 346 158#

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

ATTENDANCE

Committee: Erika Berner, Bob Gibbs, Laura Black, and Andy Solomon

Other: Devon Neary and Mary Kay Skaza

MEETING MINUTES

CALL TO ORDER

The meeting was called to order by Chair Berner at 5:06 PM.

APPROVAL OF APRIL 2ND AGENDA

Motion by Gibbs to approve the April 2nd Agenda. Second by Solomon. Approved by voice vote.

APPROVAL OF MARCH 11TH & 27TH MINUTES

Motion by Gibbs to approve the March 11th & 27th Minutes. Second by Solomon. Approved by voice vote.

OPEN TO PUBLIC

None present.

REGIONAL PLAN UPDATE

Neary stated that Phase 1 engagement is nearly complete. The Regional Plan Survey is closed and exceeded the goal with 1143 total responses. The RRPC held the Wallingford Community Open House with one remaining at the Paramount Theater on April 17th. Staff continue to complete their focus group and technical workshop meetings.

BOARD OF COMMISSIONERS AGENDA

Neary provided the agenda for the April 2024 Board of Commissioners meeting. There will be a public hearing for two town plans, West Rutland and Mount Holly. There will also be a Regional Committee meeting.

EXECUTIVE DIRECTORS REPORT

No report. Will prepare report for the Board of Commissioners.



RUTLAND REGIONAL PLANNING COMMISSION

NEW OFFICE LOCATION VOTE

Neary and Skaza presented on the pros and cons of the new office space. The presentation will be given to the Board of Commissioners. The executive committee asked some questions and stated their support for the move. Motion to recommend to the full board approving the move of the RRPC office from its current location at 67 Merchants Row, 3rd Floor to 16 Evelyn Street, 2nd Floor and the use of up to \$25,000 from the Fund Balance for renovations and moving expenses by Berner. Second by Solomon. Approved by voice vote.

MEMBER UPDATES

Shrewsbury – ARPA reports are coming due and VLCT is offering reporting support.

Wallingford – Zoning regulations have been postponed due to new selectboard.

Killington – Hosting an eclipse part at the public library.

Hubbardton – All is quiet.

ADJOURN

Adjourned at 5:40PM.

Respectively submitted by Devon Neary

Proposed Office Relocation


16 Evelyn Street, Rutland, VT 05701

RRPC Board of Commissioners – Tuesday, April 16, 2024

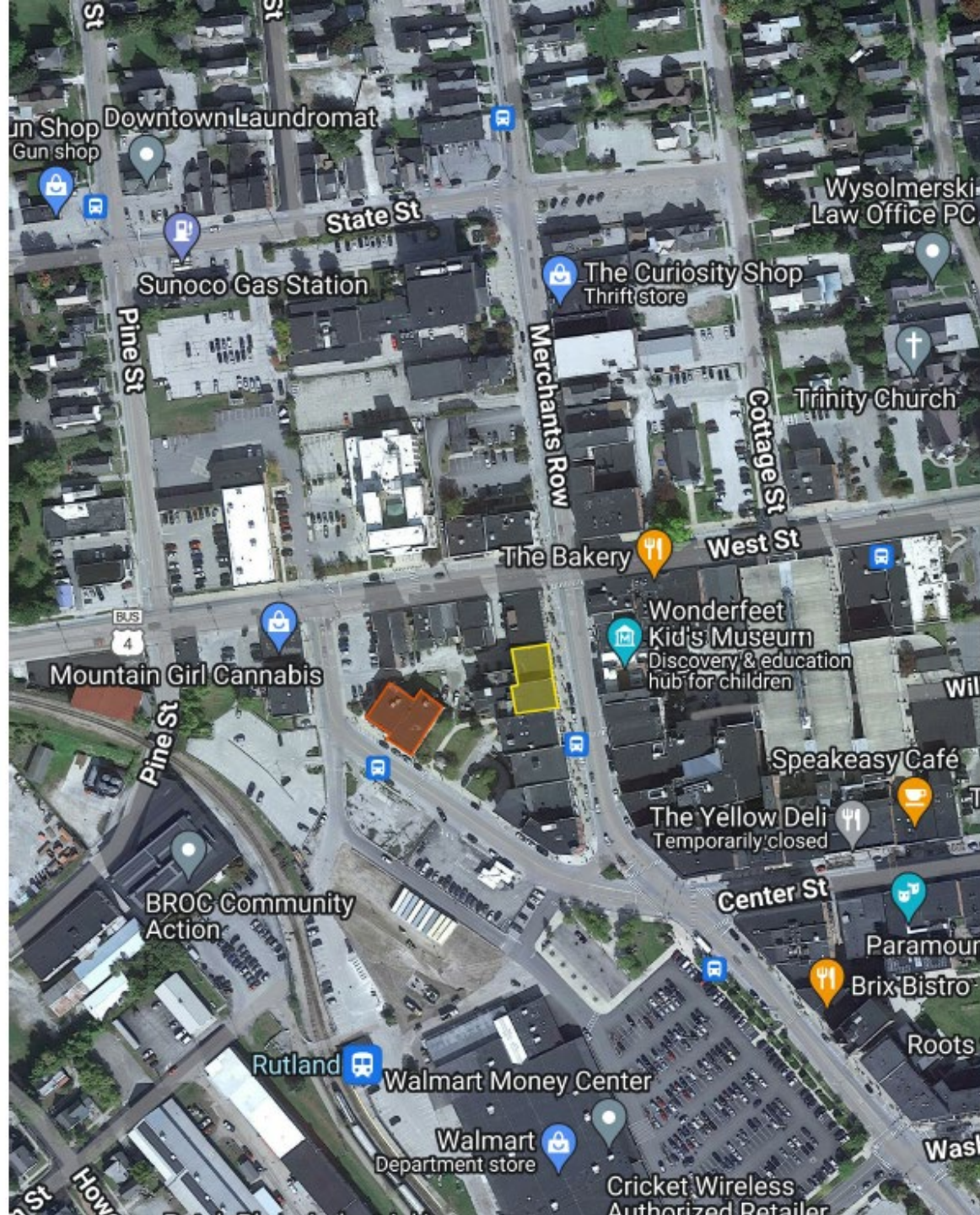
COOPERATIVE PLANNING IN THE REGION



Current: 67 Merchants Row
Proposed: 16 Evelyn Street

 Current Office Location

 Proposed New Office Location



Location Map













The Pros and Cons of Moving

CURRENT LOCATION	PROPOSED NEW LOCATION
<ul style="list-style-type: none">• Outgrown space.• Approx. 4,000-4,200 square feet.	<ul style="list-style-type: none">• Larger footprint with 5,828 square feet.
<ul style="list-style-type: none">• Many offices have walls that do not go to the ceiling making it very loud and distracting.• Some offices are located down the hall making staff feel disconnected.	<ul style="list-style-type: none">• Staff size is currently 11 Full-Time and 3 Part-Time employees.• Each Full-Time Staff Person would have their own office with a window which would contribute to employee retention.• One extra office available with opportunities for growth.• All offices would be private with walls that go to the ceiling.
<ul style="list-style-type: none">• No Temperature control.	<ul style="list-style-type: none">• Space has its own zoned thermostats.
<ul style="list-style-type: none">• Many office windows do not open.	<ul style="list-style-type: none">• Functional windows throughout.
<ul style="list-style-type: none">• No dedicated parking for visitors.	<ul style="list-style-type: none">• Parking lot with 7 reserved parking spots.



The Pros and Cons of Moving Continued..

CURRENT LOCATION	PROPOSED NEW LOCATION
<ul style="list-style-type: none">• Requires special door arrangements for night meetings.• We have had issues with locked doors during public meetings.	<ul style="list-style-type: none">• Complete control over access to new office with dedicated elevator.
<ul style="list-style-type: none">• Current space has small, medium and large conference rooms.• The medium conference room does not have walls to the ceiling.• Large Conference Room currently holds 30 people comfortably.	<ul style="list-style-type: none">• Functional large and medium conference rooms with options for small conference room and break-out rooms as well.• Conference rooms are bright with a lot of windows and high ceilings.• Large Conference Room is expected to fit 50 people.
<ul style="list-style-type: none">• Confusing layout for visitors.	<ul style="list-style-type: none">• The RRPC would occupy the entire second floor with optimal layout for public meetings.
<ul style="list-style-type: none">• Close to parter organizations.	<ul style="list-style-type: none">• Close to partner organizations.
<ul style="list-style-type: none">• Has sign on outside of building.	<ul style="list-style-type: none">• Landlord would move current sign.



Can the RRPC Afford to Move?

CURRENT LOCATION	PROPOSED NEW LOCATION
<ul style="list-style-type: none">• Current Rent is \$3,300.00/month• Expected increase for FY25.• \$9.90-\$9.43/square foot.	<ul style="list-style-type: none">• Proposed Rent \$4,275.00/month which is an increase of \$975.00/month.• \$8.80/square foot.• Average commercial space in Rutland City starts at \$12.00/square foot.
	<ul style="list-style-type: none">• Staff completed a high-level FY25 cash-flow projection and is confident that the RRPC can support the increased costs with the anticipated revenue for FY25.
<ul style="list-style-type: none">• Current Lease is through June 30, 2025 with options to renew.• The landlord asked for a 10-year lease if the office renovations are completed.	<ul style="list-style-type: none">• 10-Year Lease.• Lease rate locked for the first five years.• 10% increase for the second five years.

Can the RRPC Afford to Move Continued..?



CURRENT LOCATION	PROPOSED NEW LOCATION
<ul style="list-style-type: none">• RRPC budgeted a \$25,000 Office Renovation in FY24 to include new windows, walling up some offices to the ceiling, taking down walls, etc.• The total construction estimate was \$104,247.00	<ul style="list-style-type: none">• Estimate to retrofit the new space is \$50,337.• Landlord is asking RRPC to pay 70% which totals \$35,235.90.• Higher percentage to keep the per month rent cost down.• Landlord is responsible for the 30% balance as well as 100% of plumbing, equipment, lighting, and bathroom flooring.• RRPC will be charged for actual costs, including contingency.• Staff proposed using RRPC's Fund Balance for up to \$25,000 towards the move including: \$10,235.90 for renovation (above FY24 budget), \$8,754.50 for moving/disposal (Todd Transportation), and \$6,009.60 for misc. moving/outfitting.• The auditor has confirmed that the Board can vote to use the Fund Balance for this purpose. The Fund Balance at 1/31/2024 was \$487,224.72

What happens if We Don't Move Now?

- Our current space will still feel disconnected and some staff will not have windows.
- If the RRPC grows, this property or a comparable property may not be available.
- If the RRPC moves within the next few years, we will have already spent \$25,000 on an office upgrade at the current location.



What is the Timeline for the Relocation?



If the move is Board approved, the new office space will be fully renovated and RRPC will be relocated by Fiscal Year End - **June 30, 2024.**