



RUTLAND REGIONAL PLANNING COMMISSION

RRPC BOARD OF COMMISSIONERS

TUESDAY, MAY 21, 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 CALL TO ORDER & INTRODUCTIONS
- 7:05 APPROVAL OF APRIL 16TH AGENDA
- 7:07 APPROVAL OF MARCH 19TH MINUTES
- 7:08 OPEN TO PUBLIC
- 7:10 VELCO PRESENTATION
 - 2024 Vermont Long-Range Transmission Plan – *Lucas Looman*
- 7:30 VTDEC PRESENTATION
 - 3-Acre Stormwater Permit Program – *Daniel Bouwens*
- 7:50 REGIONAL PLAN UPDATE
- 7:55 REGIONAL PLAN PRESENTATION
 - Regional Plan Phase 1 Engagement Report – *Robert Boucher & Courtney Moore*
- 8:20 MARCH 2024 FINANCIALS
- 8:25 EXECUTIVE DIRECTORS REPORT
- 8:30 EXECUTIVE/FINANCE COMMITTEE REPORT
- 8:35 REGIONAL COMMITTEE REPORT
- 8:40 TRANSPORTATION ADVISORY COMMITTEE (TAC) REPORT
- 8:42 AREA WIDE CITIZENS
- 8:45 EX-OFFICIO MEMBERS
- 8:50 COMMISSIONER ROUNDTABLE
- 9:00 ADJOURN

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



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MEETING MINUTES

1. PUBLIC HEARING

Chair Berner opened the public meeting for the Mount Holly Town Plan and Confirmation of Planning Process and the West Rutland 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.

3. APPROVAL OF April 16th AGENDA

Motion by Gibbs to approve the agenda. Second by Courcelle. Approved by voice vote.

4. APPROVAL OF March 19th MINUTES

Motion to approve the March 19, 2024, minutes by Rosenblum. Second by Salamon. Approved by voice vote.

5. OPEN TO PUBLIC

None present.

6. EXECUTIVE DIRECTORS REPORT

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



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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. Neary asked that the Board help spread the word about this upcoming opportunity.

6. Legislative Updates: 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. H.875 Municipal Code of Ethics: new training, reporting, investigation requirements and new legal right to civil action.

7. REGIONAL PLAN UPDATE

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

8. EXECUTIVE/FINANCE COMMITTEE REPORT

Skaza provided a presentation of the new office location along with the costs, pros and cons, and timeline. The board discussed the matter and provided supportive feedback. **Motion to approve 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 Rosenblum. Second by Talbott. Approved by voice vote.**

9. REGIONAL COMMITTEE REPORT

Chair Berner provided the committee report, stating that the committee reviewed a 20MW solar project in Fair Haven, a 26-lot subdivision in Killington, a Mini Golf Course in Brandon, 11 affordable duplexes in Rutland City, and 8 units of housing in Rutland City. No action was taken by the committee.

10. COMMUNITY COMMITTEE REPORT

Motion by Gibbs to approve the Mount Holly Town Plan and Confirmation of Planning Process and the West Rutland Town Plan and Confirmation of Planning Process. Second by Courcelle. Approved by voice vote.

11. TRANSPORTATION ADVISORY COMMITTEE (TAC) REPORT

Neary shared the TAC had a roundtable discussion on what TAC members have found useful so far since Ethan Pepin took over the TPI program, and what TAC members feel is missing or would like to see more. Members generally found informational meetings useful but felt TAC lacked an active project to consider and work on. The TAC also discussed plans to form a sub-committee devoted to providing review for the Regional Plan Transportation Chapter as well as taking up a regional project prioritization list to help with the Regional Plan and larger advocacy to VTrans. Next meeting District 3 – Administrator Christopher Taft will attend to meet the TAC members and discuss the District's role in Regional Transportation planning.

12. AREA WIDE CITIZENS



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No report.

13. EX-OFFICIO MEMBERS

No report.

14. COMMISSIONER ROUNDTABLE

No report.

15. ADJOURN

Motion to adjourn by Gibbs. Second by Pelky. Adjourned the meeting at 7:51 pm.

Respectively submitted by Karen Hill

DRAFT



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REGIONAL PLAN STATUS REPORT

TUESDAY, MAY 21, 2024

DRAFTING PROCESS

- Task 2 Rev 2 start has been extended to July 1, 2024 to accommodate staff hours with fiscal year change.

REVIEW PROCESS

- Regional Plan Committee began review of Task 2 Rev 1 on Tuesday, May 14th and will have an additional review meeting on May 28th.

ENGAGEMENT STRATEGY

- Interns completed the draft engagement report.
- Staff and steering committee are developing the strategy for Phase 2: Report Back public engagement. That engagement will start in September 2024 after the submission of Task 2 Rev 2. Staff were happy to avoid overlap with drafting and engagement.
- Task 2 drafting schedule has been pushed back a month, with the Task 2 Rev 2 kicking off on July 1st and ending August 26th.
- Interns have completed the draft engagement report for Phase 1: Learn and Assess. Will present their findings to the full board at May meeting.

PLAN LAYOUT/GRAPHIC DESIGN

- No Updates.

Rutland Regional Planning Commission
Budget vs. Actuals: FY24 P&L
March 2024

	March 2024 Actual	July 2023 - March 2024 Actual	Annual Budget	% of Budget
Income				
402 Local Income		27,000.00	27,000.00	100.00%
403 State Income	136,888.59	574,826.36	576,373.00	99.73%
403.5 VT Dept. of Environmental Cons.	27,379.72	131,872.11	975,484.00	13.52%
403A State Income (Non-Permanent)	14,492.44	64,643.20	103,853.00	62.24%
404 Vt. Department of Public Safety	16,437.32	44,959.84	58,840.00	76.41%
404B VT Dept. of Buildings and Gen. Services	18,480.78	50,306.58	70,774.00	71.08%
405 VTrans	20,156.83	151,305.00	261,957.00	57.76%
408 Environmental Protection Agency	5,621.81	8,368.21	65,050.00	12.86%
419 Local Planning Assistance	8,319.61	36,959.37	81,055.00	45.60%
420 Special Projects	78,057.49	111,755.35	302,739.00	36.91%
421 Miscellaneous Income		5.45	0.00	
430 Interest Income	407.00	3,985.78	800.00	498.22%
490 Local Match.		59,560.00	0.00	
Total Income	\$ 326,241.59	\$ 1,265,547.25	\$ 2,523,925.00	50.14%
Gross Profit	\$ 326,241.59	\$ 1,265,547.25	\$ 2,523,925.00	50.14%
Expenses				
500 Salary	59,693.78	547,000.27	731,698.00	74.76%
Total 501 Fringe	\$ 29,839.05	\$ 202,802.14	\$ 317,603.00	63.85%
522 Contracted Services	10,935.58	33,808.78	1,071,812.00	3.15%
523 Audit/Accounting		15,300.00	22,400.00	68.30%
524.2 Conferences & Trainings-All Exp.	194.47	15,955.37	28,027.00	56.93%
524.3 Trav/Reg/Mileage (Reg Bus)	689.84	5,854.40	13,415.00	43.64%
525 Meeting Expense	417.62	3,385.56	13,973.00	24.23%
530 Postage/Shipping	2.72	1,468.72	3,475.00	42.27%
531 Printing/Copying/Ads	833.42	4,921.65	12,810.00	38.42%
535 Marketing and Sponsorship	112.83	4,732.48	11,200.00	42.25%
537 Town and Organizational Support		1,356.31	2,500.00	54.25%
540 Supplies	182.98	5,374.61	10,974.00	48.98%
541 Service Contracts		6,344.45	9,000.00	70.49%
545 Subscriptions-Publicat-Software	1,601.43	21,245.79	32,392.00	65.59%
546 Legal Fees		475.00	7,250.00	6.55%
547 Memberships	360.00	6,731.00	10,512.00	64.03%
550 Rent & Office Improvements	3,599.13	35,540.76	72,000.00	49.36%
550.1 Office Cleaning	720.00	3,150.00	4,680.00	67.31%
551 Telephone/Communication Serv.	845.49	7,431.81	9,520.00	78.07%
552 Electricity	403.11	2,597.93	3,800.00	68.37%
553A Grant Disbursements	1,056.73	57,212.55	74,061.00	77.25%
Total 560 Insurance	\$ 974.00	\$ 8,233.00	\$ 9,800.00	84.01%
565 Equipment Purchase	656.43	15,919.62	23,500.00	67.74%
580.1 Local Match		59,560.00	0.00	
Total Expenses	\$ 113,118.61	\$ 1,066,402.20	\$ 2,496,402.00	42.72%
Net Operating Income	\$ 213,122.98	\$ 199,145.05	\$ 27,523.00	
Other Income				
486 Restricted Income Creek Path		33,600.00	0.00	
Total Other Income	\$ 0.00	\$ 33,600.00	\$ 0.00	
Other Expenses				
586 Restricted Exp. Creek Path	1,600.00	114,864.00	0.00	
Total Other Expenses	\$ 1,600.00	\$ 114,864.00	\$ 0.00	
Net Other Income	-\$ 1,600.00	-\$ 81,264.00	\$ 0.00	
Net Income	\$ 211,522.98	\$ 117,881.05	\$ 27,523.00	

Rutland Regional Planning Commission
Balance Sheet
As of March 31, 2024

	Total
ASSETS	
Current Assets	
Bank Accounts	
101 HFCU Checking	169,778.42
101-1 Key Bank Checking	324,542.07
101-1.1 Key Bank Checking - CWSP - F	328,722.75
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	25.14
104 Savings - HFCU	89.42
Total Bank Accounts	\$ 1,083,078.81
Accounts Receivable	
120 Accounts Receivable	370,935.03
121 Due from CWSP to Operating	27,379.72
Total Accounts Receivable	\$ 398,314.75
Other Current Assets	
130 Prepaid Insurance	3,560.50
Total Other Current Assets	\$ 3,560.50
Total Current Assets	\$ 1,484,954.06
Fixed Assets	
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
Total Fixed Assets	\$ 31,926.75
Other Assets	
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
Total Other Assets	\$ 212,506.23
TOTAL ASSETS	\$ 1,729,387.04
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
200 Accounts Payable	31,870.53
201 Due to Operating from CWSP	27,379.72
Total Accounts Payable	\$ 59,250.25
Other Current Liabilities	
202 Payroll Liabilities	197.13
214 Health Insurance	2,105.16
219 Deferred Grant Income	495,866.29
220 Vision Plan	11.16
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
Total Other Current Liabilities	\$ 903,846.32
Total Current Liabilities	\$ 963,096.57
Long-Term Liabilities	
250 Lease Liability	66,035.15
255 Lease Liability - CONTRA	-31,543.00
Total Long-Term Liabilities	\$ 34,492.15
Total Liabilities	\$ 997,588.72
Equity	
3900 Fund Balance	488,724.72
392 Res. Fd. Bl. - Creek Path	125,192.55
Net Income	117,881.05
Total Equity	\$ 731,798.32
TOTAL LIABILITIES AND EQUITY	\$ 1,729,387.04



RUTLAND REGIONAL PLANNING COMMISSION

EXECUTIVE DIRECTORS REPORT

TUESDAY, MAY 21, 2024

1. June marks the annual meeting of the RRPC Board of Commissioners. We will be electing officers, reviewing and approving updates to policies and procedures, and reviewing the FY25 RRPC Work Plan and Budget.
2. RRPC is co-hosting a housing developer event with Bennington Regional Commission and Department of Housing and Community Development on June 11th at the Hub CoWorks. This networking, training, and resource-sharing event will focus on implementing the Homes for All Toolkit to help attract more housing development to Southwestern Vermont.
3. RRPC is co-hosting an Open Meeting Law Training with the Secretary of State's Office on June 26th at the RRPC Office on Merchants Row. The training is open to the public and geared to local government officials. Please help spread the word to your town's board and committees and sign up/submit questions using the online form.
4. Director Gregory from Two-Rivers Ottauquechee Regional Planning Commission and Director Rassmussen from Mount Ascutney Regional Commission will be present at the May meeting for the RPC peer evaluation. This will kick-off the strategy planning/review effort by VAPDA.
5. Vermont Emergency Management has nearly \$90M of Hazard Management Grant Program funds. The potential eligible projects include flood-vulnerable buyout and structural elevations; natural resource projects such as floodplain restorations or dam removals; infrastructure projects such as upsizing bridges or culverts; floodproofing of municipal or commercial buildings; and road relocation, road elevations, or soil stabilization. Projects require no match and there is project development assistance in the form of scoping, engineering, and cost/benefit analysis from VEM. The pre-application is due June 21st so contact Maggie O'Brien for more information right away.
6. Our interns Robert Boucher from Castleton University and Courtney Moore from Vermont Law and Graduate School have completed their internship at the RRPC. Special thanks to them and all the great work completed during the spring semester.
7. Legislative Updates:
 - a. S.55 Open Meeting Law: passed by legislature.
 - b. H.875 Municipal Code of Ethics: passed by legislature.
 - c. H.687 Act 250 Reform: passed by legislature.
 - d. S.213 Flood Safety Act: passed by legislature.



RUTLAND REGIONAL PLANNING COMMISSION

RRPC EXECUTIVE FINANCE COMMITTEE

MONDAY, MAY 13, 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 Larry Courcelle

Other: Devon Neary

MEETING MINUTES

CALL TO ORDER

The meeting was called to order by Chair Berner at 5:00 PM.

APPROVAL OF MAY 13TH AGENDA

Motion by Gibbs to approve the May 13th Agenda. Second by Courcelle. Approved by voice vote.

APPROVAL OF APRIL 2ND MINUTES

Motion by Black to approve the April 2nd Minutes. Second by Gibbs. Approved by voice vote.

OPEN TO PUBLIC

None present.

REGIONAL PLAN UPDATE

1. Review of Task 2 Rev 1 is underway with the Committee meeting tomorrow (5/14) at 11AM.
2. Interns completed the draft engagement report.
3. Staff and steering committee are developing the strategy for Phase 2: Report Back public engagement. That engagement will start in September 2024 after the submission of Task 2 Rev
4. Staff were happy to avoid overlap with drafting and engagement.
5. Task 2 drafting schedule has been pushed back a month, with the Task 2 Rev 2 kicking off on July 1st and ending August 26th.
6. Interns have completed the draft engagement report for Phase 1: Learn and Assess. Will present their findings to the full board at May meeting.



RUTLAND REGIONAL PLANNING COMMISSION

BOARD OF COMMISSIONERS AGENDA

1. Nominating Committee: Chair Berner will need to form a nominating committee ahead of the May 21st meeting.
2. Will hold Regional Committee but NO Community Committee.
3. Interns Boucher and Moore will provide Phase 1 Engagement Report.
4. Danny Bouwens from VTDEC will present on the 3-Acre Stormwater Permit Program.
5. VELCO will present the findings of the 2024 VT Long-Range Plan.
6. Directors from Mount Ascutney and Two-Rivers Ottauquechee RPCs will be in attendance for RPC evaluations as part of the VAPDA strategic planning.

EXECUTIVE DIRECTORS REPORT

1. June marks the annual meeting of the RRPC Board of Commissioners. We will be electing officers, reviewing and approving updates to policies and procedures, and reviewing the FY25 RRPC Work Plan and Budget.
2. RRPC is co-hosting a housing developer event with Bennington Regional Commission and Department of Housing and Community Development on June 11th at the Hub CoWorks. This networking, training, and resource-sharing event will focus on implementing the Homes for All Toolkit to help attract more housing development to Southwestern Vermont.
3. RRPC is co-hosting an Open Meeting Law Training with Secretary of State's Office on June 26th at the RRPC Office on Merchants Row. The training is open to the public and geared to local government officials. Please help spread the word to your town's board and committees.
4. RRPC Director is conducting staff evaluations this week and next.

MEMBER UPDATES

Shrewsbury – Community Values Mapping events were a great success.
Wallingford – Wallingford Day is July 20th and Zoning hearing is July 17th.
Hubbardton – All is quiet.
Mendon – Recreation area in Mendon will be getting a new playground.

ADJOURN

Adjourned at 5:46 PM.

Respectively submitted by Devon Neary