



RUTLAND REGIONAL PLANNING COMMISSION

RRPC BOARD OF COMMISSIONERS

TUESDAY, MAY 20, 2025, 7:00 PM

MEETING DETAILS

Virtual: [Teams Meeting](#), ID: 224 634 587 902, Pass: dBEdSy | Call: 1-802-440-1368, ID: 641278 173#

In-Person: 16 Evelyn Street, Second Floor, Rutland, VT 05701

MEETING AGENDA

- 7:00 CALL TO ORDER & INTRODUCTIONS
- 7:05 APPROVAL OF MAY 20TH AGENDA [Page 1]
- 7:08 APPROVAL OF APRIL 15TH MINUTES [Page 2]
- 7:10 OPEN TO THE PUBLIC
- 7:15 MARCH 2025 FINANCIAL REPORT [Page 6]
- 7:25 EXECUTIVE DIRECTORS REPORT [Page 10]
- 7:35 REGIONAL PLAN UPDATE [Page 11]
- 7:50 REGIONAL COMMITTEE REPORT
- 8:10 EXECUTIVE FINANCE COMMITTEE REPORT
- 8:20 PARENTAL LEAVE POLICY [Page 12]
- 8:30 EX-OFFICIO REPORT
- 8:40 COMMISSIONER UPDATE
- 9:00 ADJOURN

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



RUTLAND REGIONAL PLANNING COMMISSION

RRPC BOARD OF COMMISSIONERS

TUESDAY, APRIL 15, 2025, 7:00 PM

MEETING DETAILS

Virtual: [Teams Meeting](#), ID: 224 634 587 902, Pass: dBEsY | Call: 1-8024401368, ID: 641278173#

In-Person: 16 Evelyn Street, Second Floor, Rutland, VT 05701

MEETING ATTENDANCE

(x = in person) (v = virtual)

TOWN	NAME	
Benson	Cheryl Murray	
Brandon	Jack Schneider	X
Castleton	Liz Mackay (alt)	
Chittenden		
Clarendon	Brownson Spencer	
Danby	Andrea Stoddard	X
Fair Haven	Jason Coupal Bob Richards (alt)	X X
Hubbardton	Robert Gibbs	X
Ira	Bob Kirbach	X
Killington	Will Austin	V
Mendon	Larry Courcelle	X
Middletown Springs	Steven Harrington	
Mount Holly	Jessica Metcalfe	V
Mount Tabor		
Pawlet	Linda Lynton	V
Pittsford	Ann Reed (alt)	X
Poultney	Sarah Pelkey	
Proctor	Richard Horner	X

TOWN	NAME	
Rutland City	David Allaire	X
Rutland Town	David Rosenblum	
Shrewsbury	Laura Black	X
Sudbury	Barbara Somson	V
Tinmouth	Judy Gilmore Michael Faller (alt)	V X
Wallingford	Erika Berner	X
Wells	Heather Thomas	V
West Haven	Rod Ethier	
West Rutland	Leona Minard	X
ACI-Natural Resources	Hilary Solomon	
Ex-Officio- CEDRR	Lyle Jepson	
Ex-Officio- CEDRR	Cooper Babbit	
Ex-Officio- TAC		
Ex-Officio- RRWIB		

Staff: Devon Neary, Mary Kay Skaza, Karen Hill, Logan Solomon, and Maggie O'Brien

Legislative Delegates: Christopher Howland, Chris Keyser, and Jim Harrison

Other: Michael Scovner



RUTLAND REGIONAL PLANNING COMMISSION

MEETING MINUTES

1. CALL TO ORDER & INTRODUCTIONS

Meeting called to order by Chair Berner at 7:01 PM. Introductions were made.

2. APPROVAL OF APRIL 15th AGENDA

Motion to approve the April 15th agenda by Black. Second by Courcelle. Approved by voice vote.

3. APPROVAL OF MARCH 18th MINUTES

Motion to approve the March 18th minutes by Gibbs. Second by Black. Approved by voice vote.

4. OPEN TO THE PUBLIC

None present.

5. RUTLAND COUNTY LEGISLATIVE DELEGATION

Each representative provided an update from their committee regarding legislative actions impacting the Rutland Planning Region.

6. EXECUTIVE DIRECTOR'S REPORT

- a. The RRPC held its second selectboard meet-up on April 9th at the new Castleton Recreation Department. Twenty-five participants attended. The meeting's focus was on municipal shared services and Act 181.
- b. The RRPC will hold two municipal training courses for Act 181 on April 16th and 17th. Selectboard members, planning commissioners, zoning administrators, town managers, and municipal staff involved in land use, development review, or policy planning are encouraged to join to learn about changes to Act 250, the state designation program, and the regional future land use map.
- c. The RRPC will hold an Open Meeting Law Training with the Vermont Secretary of State(SOS) on Wednesday, May 7th. This will be the third annual training the RRPC has hosted in partnership with the SOS and will provide important education for our new and returning municipal officials throughout the Region.
- d. Vermont Emergency Management has been notified by the Federal Emergency Management Agency (FEMA) that Building Resilient Infrastructure and Communities (BRIC) 2024 has been cancelled, and there will be no new applications. Any applications that were selected for funding under BRIC 2023 but not yet awarded have also been cancelled. This is the primary funding



RUTLAND REGIONAL PLANNING COMMISSION

source for scoping and local hazard mitigation plan funding and will likely also impact our Emergency Management Plan Grant

- e. The RRPC is closely monitoring our existing state and federal grants for potential funding impacts from federal decisions. Currently, the RRPC has had three fully or partially cancelled grants including Health Equity, Energy Efficiency and Conservation Block Grant, and Climate Pollution Reduction Grant. Currently, the RRPC's major federal grants include the Department of Labor WORC6 grant from 2024 and the Environmental Protection Agency Brownfields 8 grant from 2023.
- f. The RRPC presented the draft Future Land Use Map to the Executive Finance Committee on March 10th and will be presenting it to the full board on April 15th. The RRPC completed a draft town meeting schedule and will be reaching out to towns this month to schedule special selectboard meetings for April, May, and early June. The RRPC will host a meeting in each town that will include the selectboard, planning commission, and regional commissioners.
- g. The RRPC is scheduling special selectboard meetings to review the draft regional future land use map beginning the last week of April and ending the last week of May.

7. REGIONAL PLAN UPDATE

- a. Drafting Process
 - i. Staff completed work on Task 3 Rev 2 on March 21st.
 - ii. Staff began work on Task 3 Rev 3, which will be completed on April 18th.
- b. Review Process
 - i. Task 3 Rev 2 review was completed by all staff the week of March 24th, which allowed for full plan review and alignment.
 - ii. Task 3 Rev 3 review is only one week (April 21-25).
 - iii. The Board of Commissioners will receive Task 3 Rev 3 in full plan layout at the June Board Meeting.
- c. Engagement Strategy
 - i. Staff continue work on Phase 3 Engagement, "Alignment" which will run in May/June and include pop-up tabling throughout the Region.
- d. The Regional Future Land Use Map Engagement with Towns is currently being scheduled from April to May.
- e. Plan Layout/Graphic Design
 - i. Graphic Design Consultant continues work on the layout and graphic design.
 - ii. Our contracted cartoonist completed a draft of the "Regional Plan Visualized" for Phase 3 engagement.



RUTLAND REGIONAL PLANNING COMMISSION

8. ACT 181 AND DRAFT REGIONAL FUTURE LAND USE MAP

Logan Solomon reviewed the Regional Plan work the team has been doing and introduced the Future Land Use Map. Members were encouraged to attend one of the two upcoming Act 181 training courses to learn more.

9. FEBRUARY 2025 FINANCIAL REPORT

Mary Kay Skaza reviewed the February 2025 Financials. Report for informational purposes only.

10. FY25 AT-LARGE MEMBER VACANCY & FY26 Nominating Committee

The FY25 At-Large Member from was not reappointed and per the RRPC bylaws, the Board is required to fill the vacancy at the next regular meeting. The board nominated David Allaire from Rutland City to fill the vacancy for the remainder of FY25.

Chair Berner called for volunteers for the FY26 Nominating Committee. Andrea Stoddard, Jason Coupal, and Dick Horner volunteered to serve on the committee with Stoddard as Chair. Motion to approve the FY25 At-Large Member and FY26 Nominating Committee as presented by Schneider. Second by Coupal. Approved by voice vote.

11. EXECUTIVE FINANCE COMMITTEE REPORT

Neary provided the Executive Finance Committee Report which met on Monday, April 7th. Neary informed the committee that they Executive Finance Committee reviewed a draft parental leave policy that is being reviewed by the attorney. The policy will come before the full board in May. No action was taken at this meeting.

12. REGIONAL COMMITTEE REPORT

The Committee reviewed 1R0691-1, an application to extend the extraction deadline, and amend the permitted extraction limits for a sand and gravel quarry located on East Wells Road in Wells. The committee reviewed the project, the original permit details, and the information regarding the Notice of Alleged Violation. Motion by Courcelle to send a letter stating no significant regional impact and conformance with the regional plan to the Act 250 District Commission. Second by Coupal. Approved by voice vote.

13. EX-OFFICIO MEMBERS

No report.

14. ADJOURN

Motion to adjourn by Gibbs. Second by Horner. Adjourned at 8:22 PM.

Respectively submitted by Karen Hill

Rutland Regional Planning Commission
Budget vs. Actuals: FY25 P&L
March 2025

	March Actual	July 2024 - March 2025 Actual	Annual Budget	% of Budget
Income				
402 Local Income		27,000.00	27,000.00	100.00%
403 State Income	161,356.79	645,427.16	679,397.00	95.00%
403.5 VT Dept. of Environmental Cons.	34,505.36	88,726.70	371,052.00	23.91%
403A State Income (Non-Permanent)		9,000.00	10,000.00	90.00%
404 Vt. Department of Public Safety	22,933.34	69,491.28	123,941.00	56.07%
404B VT Dept. of Buildings and Gen. Services	10,533.91	41,299.69	56,028.00	73.71%
405 VTrans	25,080.05	189,310.48	285,512.00	66.31%
407 A U.S. Department of Energy		0.00	15,199.00	0.00%
408 Environmental Protection Agency	13,208.50	95,343.63	201,100.00	47.41%
417 U.S. Dept. of Labor	24,425.29	29,026.25	65,000.00	44.66%
419 Local Planning Assistance	8,606.24	93,452.44	124,840.00	74.86%
420 Special Projects	18,239.05	165,390.42	262,588.00	62.98%
421 Miscellaneous Income	2.25	2,207.40	0.00	
430 Interest Income	532.43	3,568.65	2,000.00	178.43%
490 Local Match.	15,886.89	50,023.12	0.00	
554 A Fund Balance Reserve		0.00	18,000.00	0.00%
Total Income	\$ 335,310.10	\$ 1,509,267.22	\$ 2,241,657.00	67.33%
Gross Profit	\$ 335,310.10	\$ 1,509,267.22	\$ 2,241,657.00	67.33%
Expenses				
500 Salary	65,890.26	612,708.32	846,090.00	72.42%
Total 501 Fringe	\$ 34,183.88	\$ 233,842.33	\$ 347,297.00	67.33%
522 Contracted Services	33,771.62	266,096.38	767,684.00	34.66%
523 Audit/Accounting		18,750.00	26,750.00	70.09%
524.2 Conferences & Trainings-All Exp.		5,402.46	19,218.00	28.11%
524.3 Trav/Reg/Mileage (Reg Bus)	500.64	4,846.76	11,754.00	41.23%
525 Meeting Expense	756.80	4,286.41	12,712.00	33.72%
530 Postage/Shipping	0.00	1,005.80	2,401.00	41.89%
531 Printing/Copying/Ads	646.63	4,484.86	12,952.00	34.63%
535 Marketing and Sponsorship		4,867.94	6,350.00	76.66%
537 Town and Organizational Support	356.63	1,120.82	300.00	373.61%
540 Supplies	408.41	3,299.78	8,574.00	38.49%
541 Service Contracts	1,896.00	8,118.98	14,000.00	57.99%
545 Subscriptions-Publicat-Software	811.01	20,739.60	32,212.00	64.38%
546 Legal Fees		125.00	5,000.00	2.50%
547 Memberships	360.00	6,626.00	10,103.00	65.58%

550 Rent & Office Improvements	4,455.00	52,217.16	64,240.00	81.28%
550.1 Office Cleaning	800.00	3,300.00	4,680.00	70.51%
551 Telephone/Communication Serv.	873.70	8,408.34	11,220.00	74.94%
552 Electricity	491.38	3,958.38	5,600.00	70.69%
553A Grant Disbursements	5,471.90	5,471.90	0.00	
Total 560 Insurance	\$ 208.00	\$ 7,908.00	\$ 9,250.00	85.49%
565 Equipment Purchase	1,253.31	9,380.04	18,840.00	49.79%
580.1 Local Match	15,886.89	50,023.12	0.00	
Total Expenses	\$ 169,022.06	\$ 1,336,988.38	\$ 2,237,227.00	59.76%
Net Operating Income	\$ 166,288.04	\$ 172,278.84	\$ 4,430.00	
Other Income				
486 Restricted Income Creek Path		7,339.13	0.00	
Total Other Income	\$ 0.00	\$ 7,339.13	\$ 0.00	
Other Expenses				
586 Restricted Exp. Creek Path		42,390.25	0.00	
Total Other Expenses	\$ 0.00	\$ 42,390.25	\$ 0.00	
Net Other Income	\$ 0.00	-\$ 35,051.12	\$ 0.00	
Net Income	\$ 166,288.04	\$ 137,227.72	\$ 4,430.00	

Sunday, May 11, 2025 07:48:35 PM GMT-7 - Accrual Basis

Rutland Regional Planning Commission
Balance Sheet
As of March 31, 2025

	<u>Total</u>
ASSETS	
Current Assets	
Bank Accounts	
101 HFCU Checking	221,724.16
101-1 Key Bank Checking	325,817.34
101-1.1 Key Bank Checking - CWSP - F	332,062.43
101-2 Bank of Bennington	29,970.00
101-3 Credit Union of Vermont	84,951.01
101-3.5 Credit Union of VT Savings	25.15
104 Savings - HFCU	89.66
Total Bank Accounts	\$ 994,639.75
Accounts Receivable	
120 Accounts Receivable	429,865.09
121 Due from CWSP to Operating	34,505.36
Total Accounts Receivable	\$ 464,370.45
Other Current Assets	
130 Prepaid Insurance	3,288.50
Total Other Current Assets	\$ 3,288.50
Total Current Assets	\$ 1,462,298.70
Fixed Assets	
150 Maps & Equipment	20,954.71
151 Accum. Depr. Maps & Equip.	-19,726.16
160 Leasehold Improvements	30,004.94
163 Website Development	9,965.00
Total Fixed Assets	\$ 41,198.49
Other Assets	
140 Prepaid Expenses	9.31
142 Deferred Pension Outflow	157,382.77
170 Right-of-Use Asset	77,954.00
175 ROU - Accumulated Amortization	-38,977.00
Total Other Assets	\$ 196,369.08
TOTAL ASSETS	\$ 1,699,866.27
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
200 Accounts Payable	69,101.30
201 Due to Operating from CWSP	34,505.36
Total Accounts Payable	\$ 103,606.66

Other Current Liabilities		
202 Payroll Liabilities		119.18
215 Retirement DC		-0.02
219 Deferred Grant Income		454,211.94
225 Net Pension Liability		383,628.00
230 Acc. Annual Leave		34,427.27
240 Accrued Comp Leave		12,648.68
241 Deferred Pension Inflow		1,014.00
245 Current Portion of Lease Liability		39,600.00
260 Note Payable - Creek Path		10,000.00
Total Other Current Liabilities	\$	935,649.05
Total Current Liabilities	\$	1,039,255.71
Long-Term Liabilities		
Total Long-Term Liabilities	\$	0.00
Total Liabilities	\$	1,039,255.71
Equity		
3900 Fund Balance		433,241.41
392 Res. Fd. Bl. - Creek Path		90,141.43
Net Income		137,227.72
Total Equity	\$	660,610.56
TOTAL LIABILITIES AND EQUITY	\$	1,699,866.27

Sunday, May 11, 2025 07:34:50 PM GMT-7 - Accrual Basis



RUTLAND REGIONAL PLANNING COMMISSION

EXECUTIVE DIRECTORS REPORT

TUESDAY, MAY 20, 2025

1. The RRPC held two municipal training courses for Act 181 on April 16th and 17th with nearly 100 participants from around the Region. For those who missed the training, you can find the presentation and recording on our regional plan webpage, rutlandrpc.org/plan2026.
2. The RRPC held its annual Open Meeting Law Training with the Vermont Secretary of State on Wednesday, May 7th, with nearly 30 participants.
3. RRPC's energy planner, Jeremy Gildrien, has announced that he will be leaving the RRPC at the end of May. We thank Jeremy for his great work and we wish him well!
4. The RRPC has hired a new planner and former intern, Sean Beatty. Sean will be doing a mix of planning work, such as town planning and zoning, brownfields, energy, and transportation.
5. The RRPC is working with UVM's Leahy Institute on the Vermont Evaluation of Rural Technical Assistance (VERTA) on hosting two municipal focus groups to discuss technical assistance as it relates to community economic development. The RRPC will be asking up to 15 municipal officials from around the region to join the meeting to share their knowledge, experience, and perspective.
6. The VTrans Bicycle and Pedestrian Program Grants are now available and due July 11, 2025. For more information please reach out to our transportation planner, Ethan Pepin, and visit: <https://vtrans.vermont.gov/highway/local-projects/bike-ped>.
7. The RRPC has teamed up with CEDRR to help support an exciting new event called Bring Back the Trades Skills Expo at Castleton University on May 20th. The RRPC is supporting this event through our USDOL Workforce Development for Rural Communities and will be our recruiting event for the first student cohort. There are more than 1,600 students registered from around the Region and State of Vermont. To learn more, check out: <https://bringbackthetrades.org/event/vt-event-may-2025/>.
8. The RRPC is bringing on three summer interns this year. Two will be working with Ethan to help update road erosion inventories and one will be assisting with our regional plan engagement and reporting.
9. Are you getting our monthly RRPC newsletters? They are a great way to learn about program updates, grant opportunities, and trainings/events. Sign up at rutlandrpc.org.



RUTLAND REGIONAL PLANNING COMMISSION

REGIONAL PLAN STATUS REPORT

TUESDAY, MAY 20, 2025

DRAFTING PROCESS

- Staff completed work on Task 3 Rev 3 which was submitted on April 18th.
- Task 4 drafting will kick off in late June/early July.

REVIEW PROCESS

- Task 3 Rev 3 review has been extended through the entire month of May by steering committee. Regional Plan Committee will review the T3R3 with the full board in full plan layout in June.
- The Board of Commissioners will receive the Task 3 Rev 3 in full plan layout at the June Board Meeting.

ENGAGEMENT STRATEGY

- Staff kicked off Phase 3 Engagement, “Alignment” which will run in May/June and include pop-up tabling throughout the Region. The staff are working on events throughout the month of June to attend to raise awareness on the draft.
- The Regional Future Land Use Map Engagement with Towns is underway, with staff meeting with 25 of 27 towns. Meetings have been very productive with great feedback from towns.

PLAN LAYOUT/GRAPHIC DESIGN

- Graphic Design Consultant continues work on the layout and graphic design. The draft plan will be presented in the full layout in June for the public and board.
- Cartoonist completed a draft of the “Regional Plan Visualized” for Phase 3 engagement.

Parental Leave Policy

Purpose/Objective

The RRPC will provide up to 4 weeks of paid parental leave to employees following the birth of an employee's child or the placement of a child with an employee in connection with adoption or foster care. The purpose of paid parental leave is to enable the employee to care for and bond with a newborn or a newly adopted or newly placed child. This policy will run concurrently with Vermont Parental and Family Leave (VPFL) leave, as applicable. This policy will be in effect for births, adoptions, or placements of foster children occurring on or after May 21, 2025.

Eligibility

Eligible employees must meet the following criteria:

- Have been employed with the Commission for at least 12 months as a full-time employee (the 12 months do not need to be consecutive).
- Be a full-time, regular employee (part-time or limited-status employees are not eligible for this benefit).

In addition, employees must meet one of the following criteria:

- Have given birth to a child.
- Be a spouse or committed partner of a woman who has given birth to a child.
- Have adopted a child or been placed with a foster child (in either case, the child must be age 17 or younger). The adoption of a new spouse's child is excluded from this policy.

Amount, Time Frame, and Duration of Paid Parental Leave

- Eligible employees will receive a maximum of 4 weeks of paid parental leave per birth, adoption, or placement of a child/children. The fact that a multiple birth, adoption, or placement occurs (e.g., the birth of twins or adoption of siblings) does not increase the 4-week total amount of paid parental leave granted for that event. In addition, in no case will an employee receive more than 4 weeks of paid parental leave in a rolling 12-month period, regardless of whether more than one birth, adoption, or foster care placement event occurs within that 12-month time frame.
- Each week of paid parental leave is compensated at 100 percent of the employee's regular, straight-time weekly pay. Paid parental leave will be paid on a biweekly basis on regularly scheduled pay dates. Paid parental leave will be subject to all usual wage and benefit withholdings.

- Approved paid parental leave may be taken at any time during the 12-month period immediately following the birth, adoption, or placement of a child with the employee. Paid parental leave may not be used or extended beyond this 6-month time frame.
- In the event of a female employee who herself has given birth, the 4 weeks of paid parental leave will commence at the conclusion of any short-term disability leave/benefit provided to the employee for the employee's own medical recovery following childbirth, so long as the short term disability and paid parental leave do not extend beyond six months from the birth or placement of the child.
- Employees must take paid parental leave in one continuous period of leave and must use all paid parental leave during the 6-month time frame indicated above. Any unused paid parental leave will be forfeited at the end of the 12-month time frame.
- Upon termination of the individual's employment at the Commission, he or she will not be paid for any unused paid parental leave for which he or she was eligible.

Coordination with Other Policies

- Paid parental leave taken under this policy will run concurrently with leave under the VPFL; thus, any leave taken under this policy that falls under the definition of circumstances qualifying for leave due to the birth or placement of a child or due to adoption or foster care will be counted toward the 12 weeks of available VPFL leave per rolling 12-month period. All other requirements and provisions under the VPFL will apply. In no case will the total amount of leave—whether paid or unpaid—granted to the employee under the VPFL or this policy exceed 12 weeks during the 12-month VPFL period. Please refer to the Vermont Parental and Family Leave policy for further guidance on the VPFL.