



# RUTLAND REGIONAL PLANNING COMMISSION

## RRPC BOARD OF COMMISSIONERS

June 17, 2025, 7:00 PM

### MEETING DETAILS

Virtual: [Teams Meeting](#), ID: 224 634 587 902, Pass: dBEsY I 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                      | V |
| Brandon            | Jack Schneider                     | X |
| Castleton          | Frank Johnson (alt)                | X |
| Chittenden         | Abigail Bradish                    | X |
| Clarendon          | Brownson Spencer                   |   |
| Danby              | Andrea Stoddard                    | X |
| Fair Haven         | Jason Coupal<br>Bob Richards (alt) | 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                       | X |
| Proctor            | Richard Horner                     |   |

| TOWN                  | NAME                           |        |
|-----------------------|--------------------------------|--------|
| Rutland City          | David Allaire                  | X      |
| Rutland Town          | James Marsh<br>Demetrio Gagnon | X      |
| Shrewsbury            | Laura Black                    | V      |
| Sudbury               | Barbara Somson                 | V      |
| Tinmouth              | Judy Gilmore<br>Michael Faller | X<br>X |
| Wallingford           | Erika Berner                   | X      |
| Wells                 | Heather Thomas                 |        |
| 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, Karimah Edwards, Steffanie Bourque, and Nic Stark



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## MEETING MINUTES

### 1. CALL TO ORDER & INTRODUCTIONS

Meeting was called to order by Chair Berner at 7:02 PM. Introductions were made.

### 2. APPROVAL OF JUNE 17<sup>TH</sup> AGENDA

Motion to approve the June 17<sup>th</sup> agenda with the removal of the Finance Procedures Updates by Allaire. Second by Johnson. Approved by voice vote.

### 3. APPROVAL OF MAY 20<sup>TH</sup> MINUTES

Motion to approve the May 20<sup>th</sup> minutes by Gibbs. Second by Courcelle. Approved by voice vote.

### 4. OPEN TO THE PUBLIC

None present.

### 5. MARCH 2025 FINANCIAL REPORT

Skaza reviewed the April 2025 Financials. The RRPC completed the FY25 year-end cash flow with a projection to end the year with positive revenue. In addition, the RRPC will not need to use the fund balance requested at the beginning of FY25, as the VAPDA study expenses were covered with the general budget. Report for informational purposes only.

### 6. REGIONAL PLAN UPDATE

Bourque provided an update on the 2026 Regional Plan, including the launch of Phase 3 Public Engagement, titled "Alignment". Bourque reviewed the updates to the 2026 Regional Plan webpage, [rutlandrpc.org/plan2026](http://rutlandrpc.org/plan2026), including the Plan Visualized, Chapter Summaries, Plan Draft, and Public Feedback Survey. The Commission was encouraged to provide feedback through the poll, which is available through June 30. The RRPC staff will continue drafting in July 2025. The board will be asked to approve the draft at the September 2025 meeting.

### 7. COMMISSIONER HANDBOOK REVIEW

Neary provided an overview of the new RRPC Commissioner Handbook, available on the RRPC webpage, [www.rutlandrpc.org/board-and-committees/](http://www.rutlandrpc.org/board-and-committees/), intended to provide a resource guide for new and existing board commissioners and town officials.

### 8. EXECUTIVE/FINANCE COMMITTEE REPORT

Neary provided the Executive Finance Committee Report from June 9, 2025. The Committee reviewed the FY25 Annual Meeting materials and there was a motion by



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Allaire to recommend to the full board to approve the annual meeting items as presented. Second by Gibbs. Approved by voice vote.

## 9. RRPC ANNUAL MEETING

### FY26 BOARD OF COMMISSIONERS ELECTION

Stoddard, Chair of the FY26 RRPC Board Nominating Committee, provided the committee report. The Committee met before the May meeting and proposed the following slate of candidates: Laura Black for Chair, David Allaire for Vice Chair, Larry Courcelle for Treasurer, Drea Stoddard for At Large Member, Erika Berner for Regional Committee Chair, Robert Gibbs for Community Committee Chair, and Lyle Jepson as Brownfields Committee Chair. Chair Berner opened up the meeting for nominations from the floor. No nominations were presented. Motion by Johnson to elect the FY26 slate of candidates as presented by the Nominating Committee. Second by Pelkey. Approved by voice vote.

### FY26 MEETING SCHEDULE

Neary reviewed the FY26 Board of Commissioners meeting schedule. The schedule includes 12 meetings on the third Tuesday of the month, except in December due to the holidays. Motion by Schneider to adopt the FY26 Board of Commissioners meeting schedule as presented. Second by Allaire. Approved by voice vote.

### EMPLOYEE HANDBOOK UPDATES

Skaza provided a highlight of the Employee Handbook Updates. Somson suggested changes to the language on “at will employment” and “termination”. Neary stated that the changes would need to be attorney-reviewed, and they would bring those potential updates to the July or August meeting. Motion by Allaire to approve the Employee Handbook updates as presented. Second by Johnson. Approved by voice vote.

### FY26 BUDGET

Skaza provided a highlight of the proposed FY26 Budget. Neary thanked Skaza for her work in preparing the budget and stated that there would likely be a budget update presented to the board at the January 2026 meeting based on potential changes from federal funding. Motion by Courcelle to approve the FY26 budget as presented. Second by Allaire. Approved by voice vote.

### FY25 WORK PLAN ASSESSMENT

Neary reviewed the approved FY25 work plan and reported that nearly all of the FY25 work plan items were completed or on-going and provided explanation for the few items that were not completed.



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## FY26 WORK PLAN

Neary provided a highlight of the of proposed FY26 Work Plan. Neary stated that the RRPC would complete the Regional Plan update in FY26, continue many ongoing programs, and add several new state level initiatives. Motion by Johnson to approve the FY26 Work Plan as presented. Second by Allaire. Approved by voice vote.

## 10. ADJOURN

Motion to adjourn by Allaire. Second by Johnson. Approved by voice vote and adjourned at 8:44 PM.

*A recording of this meeting can be found at [www.rutlandrpc.org/board-and-committees-meeting-materials/](http://www.rutlandrpc.org/board-and-committees-meeting-materials/).*

*Respectively submitted by Devon Neary*