



RUTLAND REGIONAL PLANNING COMMISSION

RRPC EXECUTIVE FINANCE COMMITTEE

MONDAY, JUNE 9, 2025, 5:00 PM

MEETING DETAILS

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

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

MEETING AGENDA

- 5:00 CALL TO ORDER AND INTRODUCTIONS
- 5:01 APPROVAL OF JUNE 9TH AGENDA (Page 1)
- 5:03 APPROVAL OF MAY 20TH MINUTES (Page 2)
- 5:05 OPEN TO THE PUBLIC
- 5:10 MAY 2025 FINANCIALS (to be sent)
- 5:15 REGIONAL PLAN REPORT & DRAFT REVIEW (Page 3)
- 5:25 COMMISSIONERS HANDBOOK REVIEW
- 5:30 JUNE BOARD OF COMMISSIONERS AGENDA
 - REVIEW FY26 MEETING SCHEDULE (Page 4)
 - REVIEW EMPLOYEE HANDBOOK UPDATES (Page 6)
 - REVIEW FY26 BUDGET (Page 7)
 - REVIEW FY25 WORK PLAN ASSESSMENT (Page 10)
 - REVIEW FY26 WORK PLAN (Page 18)
- 6:45 EXECUTIVE SESSION
- 7:00 ADJOURN

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



RUTLAND REGIONAL PLANNING COMMISSION

RRPC EXECUTIVE FINANCE COMMITTEE

TUESDAY, MAY 20, 2025, 5:30 PM

MEETING DETAILS

LOCATION

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

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

ATTENDANCE

Committee: Erika Berner, Laura Black, Leona Minard, Bob Gibbs, Larry Courcelle, and David Allaire.

Other: Devon Neary

MEETING MINUTES

CALL TO ORDER

The meeting was called to order by Chair Berner at 5:31 PM.

APPROVAL OF MAY 20TH AGENDA

Motion by Gibbs to approve the May 20th Agenda. Second by Courcelle. Approved by voice vote.

APPROVAL OF APRIL 7TH MINUTES

Motion by Gibbs to approve the April 7th Minutes. Second by Courcelle. Approved by voice vote.

OPEN TO PUBLIC

None present.

APPROVE PARENTAL LEAVE POLICY

The committee reviewed the final draft of the parental leave policy, which is a 4-week paid policy to be taken with a 12-month period for births, adoptions, and fostering. Motion by Allaire to recommend to the full board adopting the parental leave policy as presented. Second by Minard. Approved by voice vote.

ADJOURN

Motion by Courcelle. Second by Gibbs. Approved by voice vote. Adjourned at 5:37 PM.



RUTLAND REGIONAL PLANNING COMMISSION

REGIONAL PLAN STATUS REPORT

TUESDAY, JUNE 17, 2025

DRAFTING PROCESS

- Task 4 drafting will kick off in late June and end on July 11th. This will be the last revision to the plan before submission to the Board and LURB in September.

REVIEW PROCESS

- Task 3 Rev 3 review in full layout is now available and will run through June. Please visit the regional plan webpage, rutlandrpc.org/plan2026, to view the plan visualized, chapter summaries, and the complete plan draft.

ENGAGEMENT STRATEGY

- Phase 3 Engagement, “Alignment,” is underway and will run through June, with several pop-up events scheduled throughout the Region.
- Staff have met with all 27 towns for the draft Regional Future Land Use Map. They are collecting feedback and revision requests for towns and making changes to the map, with some follow-up meetings expected. The RRPC plans to have the map finalized in July.

PLAN LAYOUT/GRAPHIC DESIGN

- The plan in full layout is complete, and work continues on graphics, maps, photos, and additional design features.



RUTLAND REGIONAL PLANNING COMMISSION

FY26 MEETING SCHEDULE

BOARD OF COMMISSIONERS

MONTH	DAY	YEAR	TOPIC
COMMITTEES 6 PM FULL BOARD 7 PM			
JULY	TUESDAY 15 TH	2025	REGIONAL PLAN REVIEW
AUGUST	TUESDAY 19 TH	2025	REGIONAL PLAN REVIEW
SEPTEMBER	TUESDAY 16 TH	2025	REGIONAL PLAN DRAFT APPROVAL
OCTOBER	TUESDAY 21 ST	2025	FY26 BUDGET UPDATE
NOVEMBER	TUESDAY 18 TH	2025	TBD
DECEMBER	MONDAY 8 TH	2025	AUDIT APPROVAL / HOLIDAY PARTY
JANUARY	TUESDAY 20 TH	2026	REGIONAL PLAN HEARING
FEBRUARY	TUESDAY 17 TH	2026	TBD
MARCH	TUESDAY 17 TH	2026	TBD
APRIL	TUESDAY 21 ST	2026	REGIONAL PLAN ADOPTION HEARING
MAY	TUESDAY 19 TH	2026	TBD
JUNE	TUESDAY 16 TH	2026	ANNUAL MEETING



RUTLAND REGIONAL PLANNING COMMISSION

FY26 MEETING SCHEDULE

EXECUTIVE FINANCE COMMITTEE

MONTH	DAY	YEAR	TOPIC
5:00 PM MEETING TIME			
JULY	MONDAY 7 TH	2025	REGIONAL PLAN
AUGUST	MONDAY 11 TH	2025	REGIONAL PLAN
SEPTEMBER	MONDAY 8 TH	2025	REGIONAL PLAN
OCTOBER	TUESDAY 14 TH	2025	BUDGET UPDATE
NOVEMBER	MONDAY 10 TH	2025	TBD
DECEMBER	MONDAY 8 TH	2025	AUDIT APPROVAL
JANUARY	MONDAY 12 TH	2026	REGIONAL PLAN HEARING
FEBRUARY	MONDAY 9 TH	2026	TBD
MARCH	MONDAY 9 TH	2026	TBD
APRIL	MONDAY 13 TH	2026	TBD
MAY	MONDAY 11 TH	2026	TBD
JUNE	MONDAY 8 TH	2026	ANNUAL MEETING



HIGHLIGHTED CHANGES FOR FY26

RRPC EMPLOYEE HANDBOOK

1. Bolded “at will” statement per attorney. (Page 2)
2. Removed “with reason” from probationary period per attorney. (Page 4)
3. Added clarifying language to health insurance incentive program. (Page 7)
4. Removed eligibility for part-time employee medical coverage eligibility. (Page 7)
5. Removed eligibility for part-time employee dental coverage eligibility. (Page 8)
6. Updated parking section based on new office location. (Page 9)
7. Increased wellness reimbursement to \$500 and simplified for clarity. (Page 9)
8. Removed Community Service Day. (Page 10)
9. Replaced “relative” with “family” and added definition per attorney. (Page 16)
10. Added clarification to overtime pay eligibility. (Page 19)
11. TBD on exempt status. (Page 20)
12. Added clarifying language for mileage reimbursement criteria. (Page 21)
13. Added a 13th floating birthday holiday. (Page 22)
14. Added work-related injury period per attorney. (Page 26)
15. Added unpaid leave time accruals. (Page 28)
16. Added language prohibiting extension of leave with paid time per attorney. (Page 30)
17. Added additional language regarding military leave per attorney. (Page 32)
18. Added new paid parental leave policy. (Page 33-34)
19. Bolded “sexual harassment” statement per attorney. (Page 39)
20. Added clarifying language for the retaliation section. (Page 41)



RUTLAND REGIONAL PLANNING COMMISSION
PROPOSED FY 2026 AGENCYWIDE BUDGET
 July 1, 2025 - June 30, 2026

	PROPOSED BUDGET FY 2026	APPROVED BUDGET FY 2025	VARIANCE
REVENUES:			
Local Income	\$60,068	\$27,000	\$33,068
VT Agency of Commerce & Community Development (Property Transfer Tax)	\$716,884	\$679,397	\$37,487
VT Agency of Commerce & Community Development (Non-Permanent State Funds)	\$0	\$10,000	(\$10,000)
VT Department of Public Safety	\$43,594	\$123,941	(\$80,347)
VT Agency of Transportation	\$275,180	\$285,512	(\$10,332)
VT Department of Environmental Conservation	\$653,432	\$371,052	\$282,380
U.S. Environmental Protection Agency	\$142,856	\$201,100	(\$58,244)
U.S. Department of Energy	\$0	\$15,199	(\$15,199)
U.S. Department of Labor	\$549,097	\$65,000	\$484,097
VT Department of Buildings and General Services	\$50,000	\$56,028	(\$6,028)
Local Planning Assistance	\$199,476	\$124,840	\$74,636
Special Projects	\$160,951	\$262,588	(\$101,637)
Fund Balance Reserve	\$0	\$18,000	(\$18,000)
Interest Income	\$3,500	\$2,000	\$1,500
TOTAL REVENUES	\$2,855,038	\$2,241,657	\$613,381
EXPENSES:			
Salaries	\$911,457	\$846,090	\$65,367
Fringe	\$359,582	\$347,297	\$12,285
Contracted Services	\$1,196,390	\$767,684	\$428,706
Audit/Accounting	\$27,750	\$26,750	\$1,000
Conferences and Trainings (All Expenses)	\$28,555	\$19,218	\$9,337
Mileage (Regular Business)	\$15,616	\$11,754	\$3,862
Meeting Expense (Regular Business)	\$13,925	\$12,712	\$1,213
Postage/Shipping	\$2,125	\$2,401	(\$276)
Printing	\$14,978	\$12,952	\$2,026
Marketing and Sponsorship	\$5,800	\$6,350	(\$550)
Town and Organizational Support	\$2,000	\$300	\$1,700
Supplies	\$11,030	\$8,574	\$2,456
Service Contracts	\$19,800	\$14,000	\$5,800
Subscription/Publication/Software	\$34,060	\$32,212	\$1,848
Legal Fees	\$7,500	\$5,000	\$2,500
Memberships	\$13,008	\$10,103	\$2,905
Rent & Office Improvements	\$61,300	\$64,240	(\$2,940)
Office Cleaning	\$5,200	\$4,680	\$520
Telephone/Communication Services	\$10,800	\$11,220	(\$420)
Electricity	\$6,000	\$5,600	\$400
Grant Disbursements	\$66,241	\$0	\$66,241
Insurance	\$11,500	\$9,250	\$2,250
Equipment-Purchase	\$13,505	\$18,840	(\$5,335)
TOTAL EXPENSES	\$2,838,122	\$2,237,227	\$600,895
SURPLUS/DEFICIT	\$16,916	\$4,430	\$12,486



FY26 BUDGET HIGHLIGHTS

GENERAL

The RRPC is proposing a realistic but conservative FY26 budget that reflects a cautious and responsible approach to financial planning. The budget includes only revenues that are considered secured, eliminating any projected revenues that are not guaranteed. Expenses have also been budgeted conservatively, ensuring that the organization remains financially stable even in the face of potential federal funding challenges. The budget includes a projected end-of-year revenue balance of nearly \$17,000, which will serve as a buffer against any unexpected losses in revenue. The RRPC is prepared to bring an FY26 budget update to the board in Q2, once the federal budget has been passed.

REVENUE

1. Budget increased by \$819,161 from RRPC's FY25 Budget.
2. Town Dues under Local Income increased from \$27,000 in FY25 to \$60,068 in FY26 following formula-based restructuring in FY25.
3. VT ACCD (Property Transfer Tax) Revenue increased by 3%.
4. No ACCD Non-Permanent State Funds included in the FY26 Budget.
5. Public Safety revenue has decreased due to the reduction in EMPG grant for FY24 and not budgeting for EMPG grant in FY25 (federal fiscal year).
6. VT Agency of Transportation TPI program did not increase for FY26.
7. The Dept. of Environmental Conservation revenue has increased as more project spending is expected for the South Lake Champlain Clean Water Service Provider (CWSP).
8. US Environmental Protection Agency Brownfields Program decreased in FY26 as work continues on several projects under the multi-year grant. RRPC plans to spend down 75% to apply for additional funds in the Fall of 2025.
9. US Department of Energy EECBG grant cancelled. No revenue expected.
10. US Department of Labor WORC 6 grant increased significantly as the first program cohort will start under the multi-year grant.
11. VT Department of Buildings and General Services decreased slightly as work under the Municipal Energy Resiliency Program (MERP) shifts to grant administration.
12. Local Planning Assistance increased by nearly \$75,000 as the RRPC was contracted by towns for MERP grant administration, municipal project management, town plans and zoning bylaws, and local hazard mitigation plans.

13. Special Projects were reduced but continue to support CPRG, VAPDA website and chair, FEMA flood bylaws, TOD, WQ ANR, Bond Bank Water System, Benson DIBG, and MTAP Benson and Pawlet.
14. Fund Balance Reserve is zero as the office relocation has been completed.
15. Interest income increased to capture credit card points balances.

EXPENSES

1. RRPC's FY25 Budget includes 11 full-time employees, two part-time employees, and three interns. The RRPC is fully staffed. All full-time employees will receive increases.
2. The employer portion of Health Insurance premiums continues to be 100% of a Gold Policy for FY26. The budget includes the projected plan type for each employee...Single, Two-Person, Family, etc.
3. The Health Incentive Benefit is unchanged from FY25.
4. Contracted Services have increased by more than \$428,000 compared to FY 25's Budget, largely due to South Lake Champlain CWSP. This also includes funding for a consultant-led strategic planning retreat planned for FY26.
5. Conferences and Training have increased by more than \$9,000, as more staff are expected to attend conferences and trainings.
6. Service contracts increased as IT support costs and services increased in FY26.
7. Legal Fees were increased slightly to support attorney review and general legal support.
8. Rent and Office Improvements decreased slightly but included some office improvements, including creating an additional office out of one large office, painting, and making light improvements.
9. Grant Distributions increased as the RRPC serves as the pass-through entity for all RPCs working under the water quality 604b program.
10. Insurance increased to support new cybersecurity insurance.

FY25 WORK PLAN ASSESSMENT

			COMPLETED
			NOT COMPLETED
NO.	PROGRAM	TASK	NOTES
1	ADMIN	Provide organizational management of RRPC budget, programs, office, and staff.	
2	ADMIN	Maintenance and updates of RRPC bylaws, policies, and procedures.	
3	ADMIN	Prepare FY24 Financial and Final Report for VT ACCD.	
4	ADMIN	Conduct financial audit for FY24 and provide board with Audit Summary.	
5	ADMIN	Conduct annual staff performance reviews.	
6	ADMIN	Promote staff enhancement by promoting internships, team meetings, professional development, and participation on committees and working groups.	
7	ADMIN	Continue to develop and refine the RRPC website.	
8	ADMIN	Complete office relocation to 16 Evelyn Street.	
9	ADMIN	Expand marketing and outreach materials such as RRPC newsletter, website, social media, front porch forum, etc.	
10	ADMIN	Prepare at least two (2) municipal training courses.	
11	ADMIN	Provide support to the Board of Commissioners and Executive Finance, Community, Regional, and Ad Hoc Regional Plan Committees.	
12	ADMIN	Expand Commissioner involvement and education including development of a Commissioner's Handbook.	Completed at end of FY25 and will be updated for FY26.

FY25 WORK PLAN ASSESSMENT

NO.	PROGRAM	TASK	NOTES
13	ADMIN	Organize staff retreat with an organizational focus on visioning and strategic planning.	Pushed to FY26 due to Regional Plan and Budget.
1	REGIONAL PLANNING	Continue work on 2026 Rutland Regional Plan	
1A	REGIONAL PLANNING	Complete Draft #1 and #2 of the Regional Plan.	
1B	REGIONAL PLANNING	Conduct Phase 2 Public Engagement.	
1C	REGIONAL PLANNING	Develop process to update the Regional Future Land Use Map and Regional Housing Targets.	
1D	REGIONAL PLANNING	Continue to coordinate with Ad Hoc Regional Plan Committee.	
1E	REGIONAL PLANNING	Continue routine outreach and communication.	
2	REGIONAL PLANNING	Continue Regional Planning Commission core duties under 24 VSA §4345a and §4345.	
3	REGIONAL PLANNING	Coordinate regional planning programs to achieve land use goals under 24 VSA §4302.	
4	REGIONAL PLANNING	Review ACT 250 and Section 248 applications with Regional Committee.	
5	REGIONAL PLANNING	Approve municipal plans and confirm local planning processes, with assistance from Community Committee, in accordance with 24 V.S.A. §4345a, §4345 and §4352.	
6	REGIONAL PLANNING	Continue to develop the regional housing program.	One-time funding in FY24/FY25.
6A	REGIONAL PLANNING	Establish a Regional Housing Committee or Council.	Will continue to evaluate need and feasibility of this effort.
6B	REGIONAL PLANNING	Continue to update the Regional Housing Resource Guide.	
6C	REGIONAL PLANNING	Continue to support Homes 4 All Toolkit, Regional Housing Resource Guide, and Housing Developer Expo.	Housing Developer Expo was attempted with Rutland City.

FY25 WORK PLAN ASSESSMENT

NO.	PROGRAM	TASK	NOTES
7	REGIONAL PLANNING	Continue participation in local, regional, and state policies and with VAPDA.	Became Chair of VAPDA.
8	REGIONAL PLANNING	Continue to serve on the Transportation, Emergency Management, and Water Quality VAPDA committees.	
9	REGIONAL PLANNING	Continue VAPDA government relations committee; tracking legislation, providing testimony to committees, and coordinating with the Rutland Region Delegation.	
10	REGIONAL PLANNING	Continue to work with CEDRR on preparing and advancing the Regional Project Priority List.	
1	TOWN PLANNING	Design a new town planning program with a standardized approach including education and outreach materials to support town plan updates for all 27 towns.	Available on our website.
2	TOWN PLANNING	Provide technical assistance and support to towns with plans expiring in 2024 and 2025: Benson, Clarendon, Fair Haven, Middletown Springs, Tinmouth, and Wells.	Still working with Benson, MTS, and Tinmouth.
3	TOWN PLANNING	Provide technical assistance for Bylaw Modernization Grants in Mendon, Pittsford, Brandon, and Poultney.	Still working with Mendon and Pittsford.
4	TOWN PLANNING	Conduct enhanced consultations with municipal planning commissions in accordance with §4350.	
5	TOWN PLANNING	Provide technical assistance for designation renewals in Fair Haven, Brandon, and Clarendon.	Still working with Fair Haven on Downtown Designation.
6	TOWN PLANNING	Provide general assistance to municipal planning commissions with bylaws, plans, MPG, and studies.	Assisted with 3 successful MPG applications.
7	TOWN PLANNING	Help municipalities apply for state or federal funding and provide project management and administrative services.	
1	ECONOMIC DEVELOPMENT	Continue organizational support for West Central Vermont Economic Development District (EDD).	
1A	ECONOMIC DEVELOPMENT	Work with CVRPC on a planning grant from the EDD for board organizational and project planning support.	Grant was cancelled by EDA.
1B	ECONOMIC DEVELOPMENT	Identify projects and apply for federal funding through the Economic Development Administration (EDA).	Not yet available due to EDA.

FY25 WORK PLAN ASSESSMENT

NO.	PROGRAM	TASK	NOTES
1C	ECONOMIC DEVELOPMENT	Work with our regional partner, CEDRR, to staff the EDD board and recruit a regional board member.	On-going.
2	ECONOMIC DEVELOPMENT	Continue to support the former Berwick hotel site with applications for clean-up funding	
2A	ECONOMIC DEVELOPMENT	Advance current assessment projects; Linda Lee, Pittsford Village Farm, Zion Growers, East Creek Commons, Rutland Plywood, ReClaimED, Former CSJ, and VFFC.	
2B	ECONOMIC DEVELOPMENT	Continue to develop the Brownfields Steering Committee.	
3	ECONOMIC DEVELOPMENT	Continue to develop Phase III of the Rutland Asset Mapping Project (RAMP).	Now in partnership with CEDRR and Real Rutland.
4	ECONOMIC DEVELOPMENT	Continue to support projects and towns selected to advance through the Municipal Technical Assistance Program (MTAP).	
5	ECONOMIC DEVELOPMENT	Continue support for and development of the Rutland Regional Workforce Investment Board (RRWIB).	
5A	ECONOMIC DEVELOPMENT	Facilitate bimonthly RRWIB meetings and expand board membership.	
5B	ECONOMIC DEVELOPMENT	Apply for the Work 6 grant to fund new programs for three years.	Grant awarded to RRPC.
5C	ECONOMIC DEVELOPMENT	Develop partnerships with regional school, employers, and workforce development groups.	
6	ECONOMIC DEVELOPMENT	Continue to support the revitalization of our downtown and village centers.	
7	ECONOMIC DEVELOPMENT	Continue to support regional economic development that highlight intermunicipal cooperation and implementation.	
1	TRANSPORTATION	Complete transportation planning and data collection in the FY24 and FY25 TPI work program with VTrans.	
2	TRANSPORTATION	Develop work scope and implement the special initiative: bicycle and pedestrian planning.	Ongoing into FY26.
3	TRANSPORTATION	Continue to coordinate the Transportation Advisory Committee (TAC).	

FY25 WORK PLAN ASSESSMENT

NO.	PROGRAM	TASK	NOTES
4	TRANSPORTATION	Continue support for the OA&D Committee and development of the Regional Mobility Committee.	Major shift in program to MVRTD.
5	TRANSPORTATION	Continue support for MVRTD with board participation, bus stop planning, route analysis, and microtransit pilot.	
6	TRANSPORTATION	Provide technical support and project management for Rutland City Transit Oriented Development (TOD) Plan.	
7	TRANSPORTATION	Continue data collection including sidewalk inventory, culvert inventory, and traffic and bicycle/pedestrian counts.	
8	TRANSPORTATION	Provide technical assistance to road commissions and hold quarterly Road Foreman Meetings.	
9	TRANSPORTATION	Provide technical assistance for road safety, infrastructure, pop-up projects, placemaking, and road reclassification.	
10	TRANSPORTATION	Establish the Walk Bike Council of the Rutland Region.	Lack of capacity and other new initiatives have delayed this effort.
11	TRANSPORTATION	Assist with updating the transportation section of Town Plans and developing capital or strategic plans.	
12	TRANSPORTATION	Continue development of the D&H Rail Trail Council.	
13	TRANSPORTATION	Help create equitable, sustainable, multimodal transportation networks that support land-use planning.	
1	ENERGY & CLIMATE	Provide technical support to municipalities for the Municipal Energy Resilience Program (MERP).	
2	ENERGY & CLIMATE	Assist with updates to enhanced energy plans in Tinmouth, Pittsford, Killington, and Middletown Springs.	Still working with Tinmouth, Killington, and MTS.
3	ENERGY & CLIMATE	Implement the Energy Efficiency Community Block Grant (EECBG) for the regional thermal heating network pilot.	Program funds cancelled by DOE.
4	ENERGY & CLIMATE	continue to develop the Regional Enhanced Energy Plan, including data from the Renewable Energy Standard.	
5	ENERGY & CLIMATE	Continue participation in the regional energy planner meetings.	

FY25 WORK PLAN ASSESSMENT

NO.	PROGRAM	TASK	NOTES
6	ENERGY & CLIMATE	Implement Municipal Vulnerability Index (MVI) including municipal guides/profiles and trainings	Completed.
7	ENERGY & CLIMATE	Implement the Climate Pollution Reduction Grant (CPRG) including updates to regional and town plans.	
1	NATURAL RESOURCES	Provide support for the South Lake Champlain Clean Water Service Provider and the Basin Water Quality Council.	
2	NATURAL RESOURCES	Work with partners to develop projects and administer funding for water quality improvement projects.	
3	NATURAL RESOURCES	Build capacity within land and watershed partners to develop projects for CWSP.	
4	NATURAL RESOURCES	Continue partnership with Poultney Mettowee Natural Resources Conservation District to grow and expand CWSP.	
5	NATURAL RESOURCES	Promote watershed planning in the region that promotes flood and climate resilience through partnerships.	
6	NATURAL RESOURCES	Assist the VTDEC in providing technical assistance to landowners under the 3-Acre Stormwater Permit Program.	
7	NATURAL RESOURCES	Incorporate water quality, stormwater, and flood resilience language in municipal plans and land use bylaws.	
8	NATURAL RESOURCES	Continue to develop designs for erosion and stormwater protection at Sunset Lake Road.	
9	NATURAL RESOURCES	Work with municipalities on reclassification of wetlands and other important water resources.	
10	NATURAL RESOURCES	Provide technical assistance on low-impact development and green stormwater infrastructure.	
11	NATURAL RESOURCES	Assist municipalities with flood hazard areas, river corridor bylaws, and Emergency Relief Assistance Fund.	
12	NATURAL RESOURCES	Continue work on the FEMA Flood Bylaws by reviewing and updating bylaws and providing education.	
13	NATURAL RESOURCES	Assist municipalities to manage and address road erosion for the Municipal Roads General Permit (MRGP).	

FY25 WORK PLAN ASSESSMENT

NO.	PROGRAM	TASK	NOTES
1	EMERGENCY MANAGEMENT	Continue to implement emergency management planning activities through the EMPG program and VEM.	
2	EMERGENCY MANAGEMENT	Update LHMPs in Fair Haven, Middletown Springs, Benson, Rutland City, and Rutland Town.	Work continues in Rutland City and Benson.
3	EMERGENCY MANAGEMENT	Provide technical assistance and outreach to all towns to complete updates to LEMPs.	VEM removed from RRPC work scope.
4	EMERGENCY MANAGEMENT	Provide project identification, development, and management for the Hazard Mitigation Grant Program.	No projects were selected to advance.
5	EMERGENCY MANAGEMENT	Organize hot topic meetings and roundtables for local Emergency Management Directors (EMDs).	
6	EMERGENCY MANAGEMENT	Provide administrative support for the Regional Emergency Management Committee (REMC).	
7	EMERGENCY MANAGEMENT	Provide technical assistance to municipalities applying for emergency management-related grants.	
8	EMERGENCY MANAGEMENT	Assist municipalities to reduce their cost burden in the State Emergency Relief and Assistance Fund (ERAF).	
9	EMERGENCY MANAGEMENT	Work with municipalities on reclassification of wetlands and other important water resources.	
10	EMERGENCY MANAGEMENT	Provide direct staff support to the State Emergency Operations Center, when requested.	
11	EMERGENCY MANAGEMENT	Collect local damage information from towns after significant storm events when Local Liaisons are activated.	
12	EMERGENCY MANAGEMENT	Provide regional coordination for FEMA and state agencies and municipal support during disasters.	
1	GIS MAPPING	Provide municipalities, state agencies and regional groups with mapping and data analysis in support of various projects, such as municipal plan and bylaw development, infrastructure, transportation, and all other program areas.	
2	GIS MAPPING	Assist with mapping, data visualization, and graphic design for Regional Plan update.	

FY25 WORK PLAN ASSESSMENT

NO.	PROGRAM	TASK	NOTES
3	GIS MAPPING	Assist VCGI, DHCD, Current Use, SEOC, and other local, regional, and state partners.	
4	GIS MAPPING	Develop updated maps to be included in the 2026 Rutland Regional Plan.	
5	GIS MAPPING	Develop new basemaps and standardized processes for town planning, transportation, emergency management,	
1	MUNICIPAL PROJECT MANAGEMENT	Continue to provide project management services to VTrans, FEMA, and other state/federal funded projects.	
2	MUNICIPAL PROJECT MANAGEMENT	Provide project management services to five (5) scoping studies and five (5) construction projects.	Two construction projects cancelled.
3	MUNICIPAL PROJECT MANAGEMENT	Continue to expand project types and services to projects throughout the Region.	

FY26 WORK PLAN

JUNE 2025

				Quarter				
				On-Going				
					Q1	Q2	Q3	Q4
NO.	PROGRAM	TASK	STAFF	TIMELINE				
1	ADMIN	Provide organizational management of RRPC budget, programs, office, and staff including on-boarding process.	DN, MKS, KH, AMB					
2	ADMIN	Maintenance and updates of RRPC bylaws, policies, and procedures.	DN, MKS, KH, AMB					
3	ADMIN	Prepare FY25 Financial and Final Report for VT ACCD.	DN, MKS, KH, AMB					
4	ADMIN	Conduct financial audit for FY25 and provide board with Audit Summary.	DN, MKS, AMB					
5	ADMIN	Conduct annual staff performance reviews.	DN					
6	ADMIN	Promote staff enhancement by promoting internships, team meetings, professional development, and participation on committees and working groups.	ALL STAFF					
7	ADMIN	Continue to refine and update the RRPC website.	ALL STAFF					
9	ADMIN	Expand marketing and outreach materials and continue to build our Communications Plan.	ALL STAFF					
10	ADMIN	Prepare at least two (2) municipal training courses.	DN, LS					
11	ADMIN	Provide support to the Board of Commissioners and Executive Finance, Community, Regional, Brownfields Committee, and Ad Hoc Regional Plan Committees.	DN, MKS, SB, LS					
12	ADMIN	Expand Commissioner education, involvement, and on-boarding, including updates to the Commissioner's Handbook.	DN					

FY26 WORK PLAN

JUNE 2025

NO.	PROGRAM	TASK	STAFF	TIMELINE			
1	REGIONAL PLANNING	Complete the 2026 Rutland Regional Plan by May 2026, including holding public hearings during adoption process.	ALL STAFF				
2	REGIONAL PLANNING	Complete Draft #4 of the Regional Plan.	ALL STAFF				
3	REGIONAL PLANNING	Continue to coordinate with Ad Hoc Regional Plan Committee and Board of Commissioners.	DN, SLB				
4	REGIONAL PLANNING	Continue routine outreach and communication for Regional Plan, Regional Committee, and Regional Projects.	DN, SLB, KH				
5	REGIONAL PLANNING	Continue Regional Planning Commission core duties under 24 VSA §4345a and §4345.	ALL STAFF				
6	REGIONAL PLANNING	Coordinate regional planning programs to achieve land use goals under 24 VSA §4302.	ALL STAFF				
7	REGIONAL PLANNING	Review ACT 250 and Section 248 applications with Regional Committee.	DN, SB, LS				
8	REGIONAL PLANNING	Approve municipal plans and confirm local planning processes, with assistance from Community Committee, in accordance with 24 V.S.A. §4345a, §4345 and §4352.	DN, LS				
9	REGIONAL PLANNING	Continue to develop the regional housing program; regional housing committee, ADU guide, resource guide.	DN, NS, LS				
10	REGIONAL PLANNING	Provide support for the Water System Technical Assistance Program in partnership with VT Bond Bank	SLB				
11	REGIONAL PLANNING	Provide support for the Vermont Evaluation of Rural Technical Assistance (VERTA) in partnership with UVM.	DN				
12	REGIONAL PLANNING	Continue to serve as Chair of the Vermont Association of Planning and Development Agencies (VAPDA).	DN				
13	REGIONAL PLANNING	Continue participation in local, regional, and state policies, programs, and working groups through VAPDA.	DN				
14	REGIONAL PLANNING	Continue to serve on the Transportation and Natural Resources VAPDA committees.	DN				
15	REGIONAL PLANNING	Continue VAPDA government relations committee; tracking legislation, providing testimony to committees, and coordinating with the Rutland Region Delegation.	DN				

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NO.	PROGRAM	TASK	STAFF	TIMELINE			
16	REGIONAL PLANNING	Continue to work with CEDRR on preparing and advancing the Regional Project Priority List.	DN				
1	TOWN PLANNING	Continue to implement new town planning program with a standardized approach including education and outreach materials to support town plan updates for all 27 towns.	DN, LS, SB				
2	TOWN PLANNING	Provide technical assistance and support for town plans in: Benson, Tinmouth, Pittsford, Castleton, Sudbury, and Rutland City, Wallingford, and West Haven.	LS, SB, DN, MO				
3	TOWN PLANNING	Provide technical assistance designations and regulations in Fair Haven, Brandon, Proctor, Pittsford, and Mendon.	LS, SB, NS				
4	TOWN PLANNING	Conduct enhanced consultations with municipal planning commissions in accordance with §4350.	LS, DN, SB				
6	TOWN PLANNING	Provide general assistance to municipal planning commissions with bylaws, plans, MPGs, and studies.	LS, DN, SB				
7	TOWN PLANNING	Help municipalities apply for state or federal funding and provide project management and administrative services.	ALL STAFF				
1	ECONOMIC DEVELOPMENT	Continue organizational support for West Central Vermont Economic Development District (WCVT EDD).	DN, SB, KE				
2	ECONOMIC DEVELOPMENT	Work with other RPCs and RDCs on administrative support for the WCVT EDD Board.	DN, SB, KE				
3	ECONOMIC DEVELOPMENT	Identify projects and apply for federal funding through the Economic Development Administration (EDA).	DN, SB, KE				
4	ECONOMIC DEVELOPMENT	Continue to develop Brownfields Program with new sites, area wide master planning, and additional EPA funding.	DN, SB, LS				
5	ECONOMIC DEVELOPMENT	Advance current assessment projects; Linda Lee, Pittsford Village Farm, East Creek Commons, Rutland Plywood, ReClaimED, Former CSJ, and VFFC.	DN, SB, LS				
6	ECONOMIC DEVELOPMENT	Continue to support marketing and development of the Real Rutland Map with CEDRR.	NS, KE				
7	ECONOMIC DEVELOPMENT	Continue to support projects and towns selected to advance through the Municipal Technical Assistance Program (MTAP).	DN, SB, SLB				

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NO.	PROGRAM	TASK	STAFF	TIMELINE			
8	ECONOMIC DEVELOPMENT	Continue support for and development of the Rutland Regional Workforce Investment Board (RRWIB).	KE				
9	ECONOMIC DEVELOPMENT	Recruit new businesses, schools, and workforce development partners to the RRWIB.	KE				
10	ECONOMIC DEVELOPMENT	Continue to develop the Workforce Development for Rural Communities (WORC) Bridge Program.	KE				
11	ECONOMIC DEVELOPMENT	Expand partnerships with regional school, employers, and workforce development groups for WORC6.	KE				
12	ECONOMIC DEVELOPMENT	Continue to support the revitalization of our downtown and village centers through planning and redevelopment.	ALL STAFF				
13	ECONOMIC DEVELOPMENT	Continue to support regional economic development that highlight intermunicipal cooperation and implementation.	ALL STAFF				
1	TRANSPORTATION	Complete transportation planning and data collection in the FY25/FY26 TPI work program with VTrans.	EP, NS, SB, SLB, DN, VP				
2	TRANSPORTATION	Complete Task 7 - Sidewalk Network Reports	EP				
3	TRANSPORTATION	continue to coordinate the Transportation Advisory Committee (TAC).	EP				
4	TRANSPORTATION	Continue the development of the Regional Mobility Committee and transition of OA&D to MVRTD .	EP, DN				
5	TRANSPORTATION	Continue support for MVRTD with board participation, bus stop planning, and other transit planning efforts.	EP, DN				
6	TRANSPORTATION	Provide technical support and project management for Rutland City Transit Oriented Development (TOD) Plan.	EP				
7	TRANSPORTATION	Continue data collection including sidewalk inventory, culvert inventory, and traffic and bicycle/pedestrian counts.	EP, NS, SB, VP				
8	TRANSPORTATION	Provide technical assistance to road commissions and hold quarterly Road Foreman Meetings.	EP, NS, VP, SB				
9	TRANSPORTATION	Provide technical assistance for road safety, infrastructure, pop-up projects, placemaking, and road reclassification.	EP				

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NO.	PROGRAM	TASK	STAFF	TIMELINE			
10	TRANSPORTATION	Complete Road Erosion Inventory Updates for up to 13 Towns in the Region.	ALL STAFF				
11	TRANSPORTATION	Assist with updating the transportation section of Town Plans and developing capital or strategic plans.	EP				
12	TRANSPORTATION	Continue development of the D&H Rail Trail Council, including the trail master plan and missing link.	NS				
13	TRANSPORTATION	Help create equitable, sustainable, multimodal transportation networks that support land-use planning.	EP, DN				
14	TRANSPORTATION	Support the Rutland City TIF with support for downtown streetscape, accessibility, and multimodal improvements	EP, DN				
1	ENERGY & CLIMATE	Provide technical support to municipalities for the Municipal Energy Resilience Program (MERP).	MO, SB, BP				
2	ENERGY & CLIMATE	Provide MERP grant administration support for Benson, Mt. Tabor, Pawlet, and West Haven.	MO, SB, BP				
3	ENERGY & CLIMATE	Assist with updates to enhanced energy plans in Tinmouth, Killington, Middletown Springs, Pawlet, and Poultney.	SB, LS, BP				
5	ENERGY & CLIMATE	Continue participation in the regional energy planner meetings and developing regional energy program.	MO, SB				
6	ENERGY & CLIMATE	Implement the Climate Pollution Reduction Grant (CPRG) including updates to regional and town plans.	MO, SB, BP				
1	NATURAL RESOURCES	Provide support for the South Lake Champlain Clean Water Service Provider and the Basin Water Quality Council.	BP, MO				
2	NATURAL RESOURCES	Work with partners to develop projects and administer funding for water quality improvement projects.	BP				
3	NATURAL RESOURCES	Expand partnerships and projects within the Addison County portion of South Lake Champlain.	BP				
4	NATURAL RESOURCES	Continue partnership with Poultney Mettowee Natural Resources Conservation District to grow and expand CWSP.	BP				
5	NATURAL RESOURCES	Promote watershed planning in the region that promotes flood and climate resilience through partnerships.	BP				

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NO.	PROGRAM	TASK	STAFF	TIMELINE			
6	NATURAL RESOURCES	Assist the VTDEC in providing technical assistance to landowners under the 3-Acre Stormwater Permit Program.	BP				
7	NATURAL RESOURCES	Incorporate water quality, stormwater, and flood resilience language in municipal plans and land use bylaws.	BP, MO, LS				
8	NATURAL RESOURCES	Continue to develop designs for erosion and stormwater protection at Sunset Lake Road.	BP				
9	NATURAL RESOURCES	Work with municipalities on reclassification of wetlands and other important water resources.	BP				
10	NATURAL RESOURCES	Provide technical assistance on low-impact development and green stormwater infrastructure.	BP				
11	NATURAL RESOURCES	Assist municipalities with flood hazard areas, river corridor bylaws, and Emergency Relief Assistance Fund.	LS, BP, MO				
12	NATURAL RESOURCES	Continue work on the FEMA Flood Bylaws by reviewing and updating bylaws and providing education.	LS, MO				
13	NATURAL RESOURCES	Expand staff with Certified Floodplain Manager credentials.	LS, MO				
1	EMERGENCY MANAGEMENT	Continue to implement emergency management planning activities through the EMPG program and VEM.	MO				
2	EMERGENCY MANAGEMENT	Update LHMPs in Fair Haven, Middletown Springs, Benson, Rutland City, and Rutland Town.	SLB, MO, KE, NS				
3	EMERGENCY MANAGEMENT	Continue to develop the Community Organizations Active in Disaster (COAD) in partnership with VT Dept of Health.	MO				
4	EMERGENCY MANAGEMENT	Provide project identification, development, and management for the Hazard Mitigation Grant Program.	MO				
5	EMERGENCY MANAGEMENT	Organize hot topic meetings and roundtables for local Emergency Management Directors (EMDs).	MO				
6	EMERGENCY MANAGEMENT	Provide administrative support for the Regional Emergency Management Committee (REMC).	MO				
7	EMERGENCY MANAGEMENT	Provide technical assistance to municipalities applying for emergency management-related grants.	MO				

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JUNE 2025

NO.	PROGRAM	TASK	STAFF	TIMELINE			
8	EMERGENCY MANAGEMENT	Provide direct staff support to the State Emergency Operations Center, when requested.	MO, NS, SB				
9	EMERGENCY MANAGEMENT	Collect local damage information from towns after significant storm events when Local Liaisons are activated.	ALL STAFF				
10	EMERGENCY MANAGEMENT	Provide regional coordination for FEMA and state agencies and municipal support during disasters.	MO				
1	GIS MAPPING	Provide municipalities, state agencies and regional groups with mapping and data analysis in support of various projects, such as municipal plan and bylaw development, infrastructure, transportation, and all other program areas.	NS				
2	GIS MAPPING	Assist with mapping, data visualization, and graphic design for Regional Plan update.	NS				
3	GIS MAPPING	Assist VCGI, DHCD, Current Use, SEOC, and other local, regional, and state partners.	NS				
4	GIS MAPPING	Develop updated maps to be included in the 2026 Rutland Regional Plan.	NS				
5	GIS MAPPING	Develop new basemaps and standardized processes for town planning, transportation, emergency management,	NS				
1	MUNICIPAL PROJECT MANAGEMENT	Continue to provide project management services to VTrans, FEMA, and other state/federal funded projects.	SLB				
2	MUNICIPAL PROJECT MANAGEMENT	Provide project management services to four (4) scoping studies and three (3) construction projects.	SLB				
3	MUNICIPAL PROJECT MANAGEMENT	Continue to expand project types and services to projects throughout the Region.	SLB				