



# RUTLAND REGIONAL PLANNING COMMISSION

## RRPC BOARD OF COMMISSIONERS

TUESDAY, SEPTEMBER 16, 2025, 7:00 PM

### MEETING DETAILS

Virtual: [Teams Meeting](#), ID: 224 634 587 902, Pass: dBEdSy | 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	
Chittenden	Abigail Bradish	X
Clarendon	Brownson Spencer	X
Danby	Andrea Stoddard	X
Fair Haven	Jason Coupal	
Hubbardton	Robert Gibbs	X
Ira	Bob Kirbach	
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)	V
Poultney	Sarah Pelkey	X
Proctor	Richard Horner	

TOWN	NAME	
Rutland City	David Allaire	X
Rutland Town	James Marsh	X
	Demetrio Gagnon	V
Shrewsbury	Laura Black	X
Sudbury	Barbara Somson	
Tinmouth	Judy Gilmore	X
Wallingford	Erika Berner	
Wells	Francis Gilman	X
West Haven	Rod Ethier	
West Rutland	Leona Minard	
ACI-Natural Resources	Hilary Solomon	
Ex-Officio- CEDRR	Lyle Jepson	V
Ex-Officio- CEDRR		
Ex-Officio- TAC		
Ex-Officio- RRWIB		

**Staff:** Devon Neary, Mary Kay Skaza, Ethan Pepin, Karen Hill

**Other:**



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## MEETING MINUTES

### 1. PUBLIC HEARING

Chair Black opened the public meeting for the Wells Town Plan and Confirmation of Planning Process at 7:04 PM. No public present. The public hearing closed at 7:05 PM.

#### 1. CALL TO ORDER & INTRODUCTIONS

Meeting was called to order by Chair Black at 7:06 PM. Introductions were made.

#### 2. APPROVAL OF SEPTEMBER 16th AGENDA

**Motion to approve the September 16<sup>th</sup> agenda by Allaire. Second by Spencer. Approved by voice vote.**

#### 3. APPROVAL OF JULY 15th MINUTES

**Motion to approve July 15<sup>th</sup> minutes by Spencer. Second by Gilman. Approved by voice vote.**

#### 4. OPEN TO THE PUBLIC

None present.

#### 5. JUNE AND JULY FINANCIALS

Skaza reviewed the June/July 2025 Financials. RRPC's audit is anticipated to begin October 6<sup>th</sup> this year, much earlier than in years past. Report for informational purposes only.

#### 6. EXECUTIVE DIRECTOR REPORT

- a. RRPC and UVM's Leahy Institute (VERTA) held two August focus groups on rural technical assistance. Thanks to participating officials. Findings will inform us of actionable recommendations.
- b. RRPC is helping CEDRR compile this year's Regional Priority Project list to align high priority projects with funding. Watch for an October solicitation in the RRPC newsletter.
- c. WORC's first cohort is complete. The second—free Heat Pump & Weatherization training with Vermont Adult Learning and the MINT—starts in October.
- d. Road erosion inventories: five towns have been completed; eight more are planned this year. RRPC is onboarding a new planner to expand MRGP support.
- e. Municipal Planning Grants are open: applications due Nov 3; awards up to \$30,000. For details and to apply, visit the Municipal Planning Grant program page. For help, contact Logan Solomon at: [logan@rutlandrpc.org](mailto:logan@rutlandrpc.org)



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- f. RRPC and VTrans will host a Complete Streets training for town road crews, board members, and staff—tentatively Oct 23, 10:00–2:30, West Rutland Auditorium. Watch the Vermont Local Roads listserv or contact Ethan Pepin at: [ethan@rutlandrpc.org](mailto:ethan@rutlandrpc.org)
- g. RPC Directors held their annual planning and organization retreat for the Vermont Association of Planning and Development Agencies (VAPDA) Sept 11–12 in Ludlow. Devon, as Chair, organized and led the strategic planning retreat.
- h. The next sub-region all-hazards discussion of the Regional Emergency Management Committee and Rutland Regional Disaster Cooperative will be Oct 15, 2025. Key themes include sheltering logistics, communications during power outages, and formalizing standard operating procedures. This session—covering Benson, Castleton, Fair Haven, Hubbardton, Sudbury, and West Haven—will run 10:00–1:00 at Castleton Rec Center.
- i. The Department of Housing and Community Development (DHCD) seeks three “Development-Ready” municipal partners for Phase 3 of the Homes for All initiative—802 Homes. Selected towns will pilot ready-to-build designs, test streamlined permitting and shape a statewide model for small-scale infill housing. Applications are open through Sept 19, with final decisions Oct 1. Contact [jeff.dube@vermont.gov](mailto:jeff.dube@vermont.gov) with questions.

## 7. REGIONAL PLAN UPDATE

- a. The staff have completed the final draft, and the plan is ready to be sent to the Land Use Review Board (LURB) for pre-application review. The 60-day review by the LURB will also include a review by agency partners from ANR, AAFM, AOT, PSD, and VEM.
- b. The RRPC is required to submit seven pre-application elements including: application form, draft regional plan, plan review checklist, draft FLU map, municipal confirmations, Tier 1B map, and Tier 1B memorandums.
- c. The LURB will hold an in-person public hearing at the RRPC immediately following our plan submission. The meeting date is planned for October 16<sup>th</sup> with LURB agendas/minutes posted here: <https://act250.vermont.gov/>.
- d. The full plan, including interactive web maps of the future land use map, are now available on our regional plan website for review at [rutlandrpc.org/plan2026](https://rutlandrpc.org/plan2026).
- e. The RRPC will warn the first public hearing on December 19<sup>th</sup> and hold the first public hearing on January 20<sup>th</sup> at the RRPC. The RRPC plans to host four supplemental meetings around the region following the public hearing.
- f. The RRPC plans to revise the plan following the LURB submission and first public hearing and bring the present the final plan to the RRPC board in February.



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- g. The RRPC will hold the second and final public hearing at the RRPC Board Meeting in April.
8. APPROVE RRPC FY26 HANDBOOK  
There are two proposed changes to the FY26 Staff Handbook that the board has been requested to approve. The first, a redaction of the phrase “for any reason” in the introduction section of the handbook on page two. The second, the addition of the phrase “employees on paid leave continue to accrue vacation and sick time during the period of their paid absence” in the “Paid Parental Leave Policy” section of the handbook on page 27. This change is to add clarification and consistency to the handbook as all paid time off will accrue and all non-paid time off will not accrue.
9. EXECUTIVE / FINANCE COMMITTEE REPORT  
The Executive Finance Committee met on September 8<sup>th</sup> and discussed the regional plan preapplication and employee handbook.  
  
**Motion by Allaire to authorize the RRPC to submit the draft 2026 Regional Plan for preapplication to the Land Use Review Board. Second by Marsh. Approved by voice vote, with Commissioner Spencer opposed.**  
  
**Motion by Gilman to approve the FY26 Employee Handbook as presented. Second by Schneider. Approved by voice vote.**
10. REGIONAL COMMITTEE REPORT  
The committee reviewed ACT 250 application, 1R0156-6, The project is generally described as the redevelopment of an auto dealership property. More specifically, the project proposes the demolition of the main building, construction of a new dealership building, renovation of the existing smaller building, and associated site improvements (e.g., stormwater infrastructure, landscaping, lighting, parking, walkways, and utilities). The project is located at 86 Squier Road in Clarendon, Vermont. The project received positive support from the Town of Clarendon.

The committee also reviewed 25-1368-AN, a Section 248, 45-day advanced notice of a proposed 4.999-watt solar facility in Fair Haven. The committee discussed the project’s proposed location on land designated as prime agricultural soil; lack of a decommissioning plan and concerns related to an abutting gully erosion control project being developed by the Basin Water Quality Council that will potentially affect this project.

**Motion by Marsh to send a letter stating substantial regional impact and conformance with the regional plan to the Act 250 District Commission for project 1R0156-6 and to send a 45-day notice comment letter to the PSD for project 25-1368- detailing the**



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**committee's three aforementioned concerns. Second by Allaire. Approved by voice vote.**

## 11. COMMUNITY COMMITTEE REPORT

The Community Committee reviewed Wells' Town Plan and Confirmation of Planning Process. Upon review, the committee discovered the Plan's maps hyperlink to town website for required maps was broken, but the maps were available on the town's website. The committee has asked the town to correct the technical issue as soon as possible.

**Motion by Courcelle to approve Wells' Town Plan and Confirmation of Planning Process. Second by Gilman. Approved by voice vote.**

## 12. COMMISSIONER ROUNDTABLE

Larry Courcelle, Town of Mendon, reported that with the assistance of the RRPC and Vermont Public Safety, within the town limits of Mendon, the state will lower the Route 4 corridor speed limit to 40 mph. This action is being taken to address ongoing vehicular safety concerns.

## 13. ADJOURN

Meeting adjourned at 7:54 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 Karen Hill*