



RUTLAND REGIONAL PLANNING COMMISSION

RRPC BOARD OF COMMISSIONERS

TUESDAY, OCTOBER 21, 2025, 7:00 PM

MEETING DETAILS

Virtual: [Teams Meeting](#), ID: 224 634 587 902, Pass: dBEdSy I 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 OCTOBER 21ST AGENDA (Page 1)
- 7:07 APPROVAL OF SEPTEMBER 16TH MINUTES (Page 2)
- 7:10 OPEN TO THE PUBLIC
- 7:15 EXECUTIVE DIRECTOR REPORT (Page 7)
- 7:20 REGIONAL PLAN UPDATE (Page 8)
- 7:35 EXECUTIVE/FINANCE COMMITTEE REPORT
- 7:40 APPROVE FY27 DUES (Page 9)
- 7:50 TRANSPORTATION ADVISORY COMMITTEE REPORT
- 7:55 COMMISSIONER ROUNDTABLE
- 8:15 ADJOURN

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



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 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	
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 16th agenda by Allaire. Second by Spencer. Approved by voice vote.

3. APPROVAL OF JULY 15th MINUTES

Motion to approve July 15th 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 6th 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



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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
- 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 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 16th 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.
- e. The RRPC will warn the first public hearing on December 19th and hold the first public hearing on January 20th 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 8th 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/.

Respectively submitted by Karen Hill



RUTLAND REGIONAL PLANNING COMMISSION

EXECUTIVE DIRECTORS REPORT

TUESDAY, OCTOBER 21, 2025

1. The Vermont Evaluation of Rural Technical Assistance (VERTA) is hosting a Reimagining Rural Capacity Summit on November 13 at VTSU Randolph. The conference will share findings from the VERTA engagement, invite participants to help design strategies, and prioritize ideas for programs and funding. The event is free to register: tinyurl.com/verta-summit.
2. The Chamber & Economic Development of the Rutland Region (CEDRR) and RRPC are seeking applications for Rutland County Regional Priority Projects—high-priority economic and community development initiatives that position local projects for state and federal funding, including NBRC. Applications are due Monday, November 3 at 5:00 p.m.; contact Lyle Jepson (Lyle@rutlandeconomy.com) for details.
3. The Land Use Review Board (LURB) is hosting four public engagement sessions from 6–8 p.m. to gather input on the Tier 3 draft rules under Act 181, including one at the RRPC Office on October 22. Each session will cover the same material on how Act 250 jurisdiction will apply in critical natural resource areas. All meetings are hybrid, with in-person and remote participation available. Agenda and meeting link: <https://act250.vermont.gov/sites/acttwofifty/files/documents/2025-10-22%20Tier3%20rutland%20agenda.pdf>
4. The RRPC, in partnership with VTrans, will host a Municipal Complete Streets Training on Thursday, October 23, 2025, from 10:00 a.m. to 2:30 p.m. at the West Rutland Town Hall Auditorium. The workshop will cover Complete Streets principles—designing roadways that are safe and accessible for all users—and includes a walk audit, presentation, and group activity, with lunch provided by RRPC. For details, contact Ethan Pepin, Transportation Planner.
5. The RRPC has submitted all materials for the FY25 financial audit. The final report is expected in late October or early November. Special thanks to Mary Kay, with support from Karen and Anna-Maria, for their work on this effort.
6. Maggie O'Brien of RRPC and Eric Pulver of the Vermont Department of Health facilitated the Northwest Sub-Region Discussion in Castleton on October 15, 2025, following the successful pilot in Chittenden. The session brought together representatives from Fair Haven, Castleton, Hubbardton, West Haven, Benson, and Sudbury to explore how municipalities can strengthen planning, coordination, and resilience before and during flooding-based disasters. The discussion generated strong collaboration and enthusiasm, laying the groundwork for a potential Rutland Region Disaster Cooperative (RRDC) to help towns share resources and information to better protect health, safety, and property during emergencies.
7. After a brief hiatus due to my paternity leave, the Selectboard Meet-Ups will resume in January 2026, with the goal of holding quarterly meetings throughout the region. These gatherings will build on the success of the January and April 2025 sessions, which brought together town leaders to discuss shared challenges, explore collaboration, and exchange insights on governance and service delivery. The meet-ups provide a valuable forum for towns to connect, share experiences, and strengthen cooperation across the region.



RUTLAND REGIONAL PLANNING COMMISSION

REGIONAL PLAN STATUS REPORT

TUESDAY, OCTOBER 21, 2025

On October 16, 2025, the Land Use Review Board (LURB) conducted the Preapplication Hearing for the 2026 Rutland Regional Plan—marking the first-ever regional plan preapplication review in Vermont under the new Act 181 framework.

Site Visits

The day began with site visits jointly attended by members of the LURB, the Rutland Regional Planning Commission (RRPC), and members of the public. Transportation was provided by Marble Valley Regional Transit District (MVRTD) through a bus coordinated by the RRPC.

Site visits included potential Tier 1B areas in Poultney, Castleton, West Rutland, and Killington. Each location was selected to illustrate real-world examples of the region's Future Land Use Map (FLUM) and the diversity of growth areas across the region. The site visits offered an invaluable opportunity to demonstrate how RRPC's mapping aligns with the intent and criteria of Act 181, particularly as they relate to compact development, village centers, and housing-ready areas.

Preapplication Hearing

Following the site visits, the LURB held a hybrid public meeting hosted at the RRPC offices and online via Microsoft Teams. The meeting included a presentation by RRPC staff, followed by questions from the LURB, state agencies, and members of the public.

The hearing was very well attended, drawing over 50 participants, including town representatives, regional partners, and state officials. Feedback was overwhelmingly positive, particularly regarding the breadth of public engagement that informed Plan 2026 and the clarity of the regional mapping. Much of the discussion centered on mapping methodology, housing targets, and the designation of village areas—especially those surrounding planned growth centers. The RRPC, City of Rutland, and Town of Killington collectively emphasized that the LURB's interpretation of Act 181 should reflect the law's intended goal of enabling appropriate, locally guided growth. If the Future Land Use Map is to serve as a vision for future growth, towns should be allowed to grow where they have planned to, provided that such areas meet statutory requirements.

Next Steps

The LURB is accepting official written comments on the preapplication until 11:59 PM on Wednesday, October 22, 2025. The RRPC is encouraging all town partners—particularly those with Tier 1B Village Areas—to submit comments supporting their mapped growth areas. These comments are critical to ensure that the benefits of Act 250 exemptions are maximized to support future housing and community development. The LURB's official comments on the plan are expected by November 21, 2025. Once received, the RRPC will review and evaluate the feedback in coordination with the RRPC Board of Commissioners' Ad Hoc Regional Plan Committee, determining what revisions, if any, are necessary before the plan's final submission.

Acknowledgments

The RRPC extends sincere thanks to all town representatives, commissioners, and partners who participated in the site visits and hearing. Your engagement and advocacy were instrumental in making this landmark step in Vermont's new planning framework a success.



To: RRPC Board of Commissioners

From: Devon Neary, Executive Director, Rutland Regional Planning Commission

Date: October 21, 2026

Subject: Town Membership Dues for FY27

The Rutland Regional Planning Commission (RRPC) will hold FY27 member dues flat at the FY26 rate. As a reminder, the FY26 rate established a new formula based on \$1 per resident using 2020 Census population data, for a total annual assessment of **\$60,068**. No adjustments for inflation will be applied in FY27.

These rates were accepted by all member towns in FY26 following a memorandum outlining the change and a series of selectboard visits where I explained the rationale behind the new formula. It is important to note that as a result of this change, the RRPC has not initiated new local planning assistance contracts with towns lacking grant funding, as was planned under the revised dues structure.

This approach has allowed the RRPC to maintain equity across member towns while strategically using available dues revenue to support planning priorities. Notably, these funds have enabled RRPC to assist approximately half a dozen towns with town plan and bylaw updates at no cost to the municipalities.

Thank you,

A handwritten signature in black ink, appearing to read "Devon Neary", with a horizontal line underneath.

Devon Neary



TOWN MEMBER DUES UPDATE

MEMORANDUM

OCTOBER 2026

RUTLAND REGION	POPULATION	FY27 RATE
TOWNS	2020 CENSUS	PROPOSED
BENSON	974	\$974
BRANDON	4129	\$4,129
CASTLETON	4458	\$4,458
CHITTENDEN	1237	\$1,237
CLARENDON	2412	\$2,412
DANBY	1284	\$1,284
FAIR HAVEN	2736	\$2,736
HUBBARDTON	735	\$735
IRA	368	\$368
KILLINGTON	1407	\$1,407
MENDON	1149	\$1,149
MIDDLETOWN SPRINGS	794	\$794
MOUNT HOLLY	1385	\$1,385
MT. TABOR	210	\$210
PAWLET	1424	\$1,424
PITTSFORD	2862	\$2,862
POULTNEY	3020	\$3,020
PROCTOR	1763	\$1,763
RUTLAND CITY	15807	\$15,807
RUTLAND TOWN	3924	\$3,924
SHREWSBURY	1096	\$1,096
SUDBURY	545	\$545
TINMOUTH	553	\$553
WALLINGFORD	2129	\$2,129
WELLS	1214	\$1,214
WEST HAVEN	239	\$239
WEST RUTLAND	2214	\$2,214
TOTALS	60068	\$60,068