



# RUTLAND REGIONAL PLANNING COMMISSION

## RRPC BOARD OF COMMISSIONERS

TUESDAY, JANUARY 20, 2026, 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 JANUARY 20<sup>TH</sup> AGENDA (Page 1)
- 7:07 APPROVAL OF NOVEMBER 18<sup>TH</sup> MINUTES (Page 2)
- 7:10 OPEN TO THE PUBLIC
- 7:15 NOVEMBER 2025 FINANCIALS (Page 6)
- 7:20 EXECUTIVE DIRECTORS REPORT (Page 10)
- 7:30 REGIONAL PLAN UPDATE (Page 12)
- 8:15 EXECUTIVE/FINANCE COMMITTEE REPORT
- 8:20 REGIONAL COMMITTEE REPORT
- 8:25 COMMISSIONER ROUNDTABLE
- 8:40 ADJOURN

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



# RUTLAND REGIONAL PLANNING COMMISSION

## RRPC BOARD OF COMMISSIONERS

TUESDAY, NOVEMBER 18, 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	V
Brandon	Jack Schneider	X
Castleton	Liz Mackay	X
Chittenden	Abigail Bradish	X
Clarendon	Brownson Spencer	
Danby	Andrea Stoddard	X
Fair Haven	Jason Coupal	V
Hubbardton	Robert Gibbs	V
Ira	Bob Kirbach	V
Killington	Will Austin	
Mendon	Larry Courcelle	X
Middletown Springs	Steven Harrington	
Mount Holly	Jessica Metcalfe	V
Mount Tabor		
Pawlet	Linda Lynton	
Pittsford	Ann Reed (alt)	X
Poultney	Sarah Pelkey	X
Proctor	Richard Horner	

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

**Staff:** Devon Neary, Logan Solomon, Karen Hill, and Mary Kay Skaza



# RUTLAND REGIONAL PLANNING COMMISSION

## MEETING MINUTES

### 1. CALL TO ORDER & INTRODUCTIONS

Meeting was called to order by Chair Black at **7:04 PM**. Introductions were made.

### 2. APPROVAL OF NOVEMBER 18<sup>th</sup> AGENDA

**Motion to approve the November 18th agenda Allaire. Second by Reed. Approved by voice vote.**

### 3. APPROVAL OF OCTOBER 21<sup>st</sup> MINUTES

**Motion to approve October 21st minutes by Reed. Second by Marsh. Approved by voice vote.**

### 4. OPEN TO THE PUBLIC

None present.

### 5. SEPTEMBER 2025 FINANCIALS

Skaza reviewed the September 2025 Financials. Report for informational purposes only.

### 6. REGIONAL PLAN UPDATE

- A. The LURB preapplication comment period has closed, and appreciation is extended to all Towns and Commissioners that submitted feedback. All comments are publicly available on the Act 250 database website under “Board” at:  
<https://anrweb.vt.gov/ANR/Act250/RPDetail.aspx?AppNum=RPC09-0001>
- B. Comments have been received from several agency partners, including VTTrans, ANR, VEM, DHCD, and PSD, along with substantial comments from VNRC recommending significant modifications to the regional Future Land Use Map (FLUM). These proposed revisions would drastically reduce Tier 1 areas eligible for partial or complete Act 250 exemptions. This is a concern given that only 2.5% of the Rutland Region currently falls within these categories; if the LURB were to implement these changes, that figure could drop below 2%. For comparison, the proposed Tier 3 areas encompass between 4.5% and 8.5% of the Region.
- C. In addition, staff held a separate review meeting with the Public Service Department (PSD) regarding the Enhanced Energy Plan (EEP) and received substantive comments requiring revisions to both the plan text and the energy maps. Staff are planning to meet again with the PSD to ensure that these changes will meet the statutory requirements. As a reminder, the Enhanced Energy Plan requires a separate and parallel adoption process with the PSD.



# RUTLAND REGIONAL PLANNING COMMISSION

- D. The LURB is scheduled to hold a public meeting at the RRPC offices on Monday, November 17th, with the regional plan discussion beginning at 1:30 PM. The Board will deliberate on its final written response to the RRPC during that meeting, and those comments will be delivered on November 21st. The RRPC staff will meet on Monday, November 24th to review and discuss next steps.
  - E. Because it is not yet clear which comments or statutory interpretations the LURB will adopt, an alternative adoption schedule has been developed to allow more time for RRPC staff to review comments and make necessary updates to the FLUM and plan. Under this schedule, the first public hearing would be held on March 17th, with final adoption on May 19th. A meeting of the Ad Hoc Regional Plan Committee will be convened in the near future, and updates and revised drafts will be brought forward to the full Board of Commissioners for review.
7. EXECUTIVE / FINANCE COMMITTEE REPORT
- Chair Black reported the Executive Finance Committee met on November 10th to discuss the financial audit, regional plan update and review the Executive Director's report. The Committee made a positive motion to recommend to the full board approving the FY25 audit report as presented.
8. APPROVE FY25 AUDIT REPORT
- Finance Manager Skaza provided an overview of the FY25 Audit Report. There were no findings or recommendations from the financial auditor. **Motion to approve the FY25 Audit Report by Reed. Second by Courcelle. Approved by voice vote.**
9. REGIONAL COMMITTEE REPORT
- Committee Chair Berner reported the committee reviewed five (5) Section 248 applications and discussed one future Act 250 application.
- A. The first, a 60-day advance submission of Vertex Towers LLC, pursuant to 30 V.S.A. § 248a(e), proposing to request a certificate of public good authorizing the installation of wireless telecommunications equipment at 100 Seward Hill Road in East Wallingford, Vermont. The committee took no action pursuant to more information becoming available in future submissions.
  - B. The second, the Petition of New Cingular Wireless PCS, LLC requesting a certificate of public good, pursuant to 30 V.S.A. § 248a, authorizing the installation of wireless telecommunications equipment at 1730 Hang Gliding Road in West Rutland, Vermont. The committee took no action.
  - C. The third, a 60-day advance submission of T-Mobile Northeast, LLC, pursuant to 30 V.S.A. § 248a(e), proposing to request a certificate of public good



## RUTLAND REGIONAL PLANNING COMMISSION

authorizing the installation of wireless telecommunications equipment at 1741 Killington Road in Killington, Vermont. The committee took no action.

- D. The fourth, a Petition of New Cingular Wireless PCS, LLC requesting a certificate of public good, pursuant to 30 V.S.A. § 248a, authorizing the installation of wireless telecommunications equipment at 131 New Road in Brandon, Vermont. The committee took no action.
- E. The fifth, a 45-day advance submission of Borderland Solar LLC for a certificate of public good, pursuant to 30 V.S.A. § 248, to file a petition for a 4.999 MW solar array in Fairhaven, Vermont. The committee tabled discussion pertaining to this project until their next scheduled meeting.
- F. The committee discussed the future Walmart application, including recent and upcoming studies such as Transportation and Economic Impacts. The Commission discussed the possibility of involvement with impact fees for MVRTD or the City of Rutland. No action or decisions were made. For informational purposes only.

### 10. COMMISSIONER ROUNDTABLE

Chair Black presented the work of the Shrewsbury Planning Commission on a Community Values Map inspired by work from Vermont Agency of Natural Resources with support from the RRPC GIS Planner, Nic Stark. The planning project brought together more than 40 residents of Shrewsbury in an interactive values mapping exercise that will help inform an update to the Shrewsbury Town Plan.

### 11. ADJOURN

Meeting adjourned at **8:06 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*

**Rutland Regional Planning Commission**  
**Budget vs. Actuals: FY26 P&L**  
November 2025

	<b>November Actual</b>	<b>July 2025- November 2025 Actual</b>	<b>Annual Budget</b>	<b>% of Budget</b>
<b>Income</b>				
402 Local Income		60,068.00	60,068.00	100.00%
403 State Income		340,519.90	716,884.00	47.50%
403.5 VT Dept. of Environmental Cons.	16,922.10	94,078.36	675,432.00	13.93%
404 Vt. Department of Public Safety		10,774.47	43,594.00	24.72%
404B VT Dept. of Buildings and Gen. Services	4,538.51	9,562.68	50,000.00	19.13%
405 VTrans	13,973.97	116,089.47	275,180.00	42.19%
408 Environmental Protection Agency	7,820.44	53,957.94	142,856.00	37.77%
417 U.S. Dept. of Labor	22,901.34	62,742.44	549,097.00	11.43%
419 Local Planning Assistance	46,628.51	74,810.18	199,476.00	37.50%
420 Special Projects	23,679.42	43,888.59	160,951.00	27.27%
421 Miscellaneous Income	2.40	6.90	0.00	
430 Interest Income	510.34	1,948.25	3,500.00	55.66%
490 Local Match.	1,365.99	24,688.71	0.00	
<b>Total Income</b>	<b>\$ 138,343.02</b>	<b>\$ 893,135.89</b>	<b>\$ 2,877,038.00</b>	<b>31.04%</b>
<b>Gross Profit</b>	<b>\$ 138,343.02</b>	<b>\$ 893,135.89</b>	<b>\$ 2,877,038.00</b>	<b>31.04%</b>
<b>Expenses</b>				
500 Salary	77,564.87	395,254.33	911,457.00	43.37%
Total 501 Fringe	\$ 16,933.26	\$ 127,961.12	\$ 359,582.00	35.59%
522 Contracted Services	18,475.45	147,266.34	1,218,390.00	12.09%
523 Audit/Accounting	3,040.00	16,540.00	27,750.00	59.60%
524.2 Conferences & Trainings-All Exp.	471.74	3,790.18	28,555.00	13.27%
524.3 Trav/Reg/Mileage (Reg Bus)	1,207.78	4,771.97	15,616.00	30.56%
525 Meeting Expense	791.10	3,343.01	13,925.00	24.01%
530 Postage/Shipping	130.94	721.48	2,125.00	33.95%
531 Printing/Copying/Ads	740.65	2,968.74	14,978.00	19.82%
535 Marketing and Sponsorship		3,289.51	5,800.00	56.72%
537 Town and Organizational Support	314.55	314.55	2,000.00	15.73%
540 Supplies	352.73	1,517.23	11,030.00	13.76%
541 Service Contracts	974.00	9,842.00	19,800.00	49.71%
545 Subscriptions-Publicat-Software	2,281.93	13,851.11	34,060.00	40.67%
546 Legal Fees	775.00	775.00	7,500.00	10.33%
547 Memberships		5,255.00	13,008.00	40.40%
550 Rent & Office Improvements	4,455.00	32,253.82	61,300.00	52.62%
550.1 Office Cleaning	900.00	2,200.00	5,200.00	42.31%
551 Telephone/Communication Serv.	889.14	4,429.69	10,800.00	41.02%

<b>552 Electricity</b>	414.27	2,014.36	6,000.00	33.57%
<b>553A Grant Disbursements</b>	6,531.75	17,327.65	66,241.00	26.16%
<b>Total 560 Insurance</b>	\$ 337.00	\$ 2,704.85	\$ 11,500.00	23.52%
<b>565 Equipment Purchase</b>	355.20	11,777.76	13,505.00	87.21%
<b>580.1 Local Match</b>	1,365.99	24,688.71	0.00	
<b>591 Bank Charges</b>	34.00	64.00	0.00	
<b>Total Expenses</b>	<b>\$ 139,336.35</b>	<b>\$ 834,922.41</b>	<b>\$ 2,860,122.00</b>	<b>29.19%</b>
<b>Net Operating Income</b>	<b>-\$ 993.33</b>	<b>\$ 58,213.48</b>	<b>\$ 16,916.00</b>	
<b>Net Income</b>	<b>-\$ 993.33</b>	<b>\$ 58,213.48</b>	<b>\$ 16,916.00</b>	

Monday, Jan 12, 2026 08:23:26 AM GMT-8 - Accrual Basis

# Rutland Regional Planning Commission

## Balance Sheet

As of November 30, 2025

	Total
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Bank Accounts</b>	
101 HFCU Checking	242,452.40
101-1 Key Bank Checking	340,241.64
101-1.1 Key Bank Checking - CWSP - F	291,620.94
101-2 Bank of Bennington	29,970.00
101-3 Credit Union of Vermont	9,951.01
101-3.5 Credit Union of VT Savings	25.15
104 Savings - HFCU	89.82
<b>Total Bank Accounts</b>	<b>\$ 914,350.96</b>
<b>Accounts Receivable</b>	
120 Accounts Receivable	365,089.88
121 Due from CWSP to Operating	17,793.31
<b>Total Accounts Receivable</b>	<b>\$ 382,883.19</b>
<b>Other Current Assets</b>	
130 Prepaid Insurance	3,526.00
<b>Total Other Current Assets</b>	<b>\$ 3,526.00</b>
<b>Total Current Assets</b>	<b>\$ 1,300,760.15</b>
<b>Fixed Assets</b>	
150 Maps & Equipment	20,954.71
151 Accum. Depr. Maps & Equip.	-25,243.16
160 Leasehold Improvements	30,004.94
161 Accum. Depr. - Lease Imp.	-769.00
163 Website Development	9,965.00
<b>Total Fixed Assets</b>	<b>\$ 34,912.49</b>
<b>Other Assets</b>	
140 Prepaid Expenses	176.84
142 Deferred Pension Outflow	171,161.77
170 Right-of-Use Asset	460,368.00
175 ROU - Accumulated Amortization	-46,037.00
<b>Total Other Assets</b>	<b>\$ 585,669.61</b>
<b>TOTAL ASSETS</b>	<b>\$ 1,921,342.25</b>
<b>LIABILITIES AND EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
200 Accounts Payable	10,438.36
201 Due to Operating from CWSP	17,793.31



<b>Total Accounts Payable</b>	<b>\$</b>	<b>28,231.67</b>
<b>Other Current Liabilities</b>		
219 Deferred Grant Income		408,952.59
222 Retirement DB		10,739.73
225 Net Pension Liability		458,718.00
230 Acc. Annual Leave		38,620.62
240 Accrued Comp Leave		4,420.06
245 Current Portion of Lease Liability		40,906.00
260 Note Payable - Creek Path		10,000.00
<b>Total Other Current Liabilities</b>	<b>\$</b>	<b>972,357.00</b>
<b>Total Current Liabilities</b>	<b>\$</b>	<b>1,000,588.67</b>
<b>Long-Term Liabilities</b>		
250 Lease Liability		379,844.00
<b>Total Long-Term Liabilities</b>	<b>\$</b>	<b>379,844.00</b>
<b>Total Liabilities</b>	<b>\$</b>	<b>1,380,432.67</b>
<b>Equity</b>		
3900 Fund Balance		392,554.67
392 Res. Fd. Bl. - Creek Path		90,141.43
Net Income		58,213.48
<b>Total Equity</b>	<b>\$</b>	<b>540,909.58</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$</b>	<b>1,921,342.25</b>

Monday, Jan 12, 2026 07:35:11 AM GMT-8 - Accrual Basis



# RUTLAND REGIONAL PLANNING COMMISSION

## EXECUTIVE DIRECTORS REPORT

TUESDAY, JANUARY 20, 2026

1. The Rutland Regional Planning Commission enters 2026 with continued momentum across regional planning, infrastructure, workforce, and municipal support programs, while also navigating important staff transitions and organizational growth.
2. Senior Planner Barbara Pulling recently retired after more than twelve years of service. Barbara led many of the region's most important water quality, wetlands, and river corridor initiatives and served as Program Manager for the Clean Water Service Provider program, leaving a strong legacy of environmental stewardship and planning.
3. Logan Solomon has also departed the RRPC to accept a planning and zoning position with the City of Colchester. During his time at RRPC, Logan supported municipal planning, housing initiatives, and implementation of Act 181, including work on the Regional Future Land Use Map. We thank Logan for his commitment to the Region.
4. Karimah Edwards has announced that she will be leaving the RRPC for a new remote job opportunity that will allow her to move closer to her granddaughter. As the lead of the Workforce Development Program and the WORC6 grant, Karimah made a significant impact on workforce and economic development across the Rutland Region, and we thank her for her many contributions.
5. In response to these departures and growing program demands, the RRPC is actively hiring for a Natural Resources Planner, a Land Use Planner, and a Workforce and Economic Development Planner to strengthen capacity in environmental protection, land use, housing, and workforce development while supporting implementation of the 2026 Regional Plan.
6. The RRPC has resumed regular Town Administrator and Manager (TAM) Luncheons, which provide a forum for sharing state and regional initiatives, coordinating on funding programs, and strengthening inter-municipal collaboration. The recent luncheon on 1/8/26 focused on the new Community and Housing Infrastructure Program (CHIP), a major new TIF-based financing tool that could generate up to \$2 billion statewide for housing and mixed-use development. Program information is available at <https://accd.vermont.gov/economic-development/vepc/chip>.
7. Selectboard Meet-Ups are also returning in 2026. These quarterly regional gatherings are designed to give local elected officials space to share challenges, learn from each other, and discuss regional priorities in a collaborative setting. Look for the next in February.
8. MVRTD has proposed bus service changes that could reduce or modify routes beginning in February. These changes may affect access to jobs, healthcare, and essential services for many residents. The RRPC is working with partners to help ensure that community impacts are fully understood and communicated. Service updates and rider information are available at <https://thebus.com>.



## RUTLAND REGIONAL PLANNING COMMISSION

9. The 2025 Rutland County Regional Project Priority List has been finalized with CEDRR. The current priority projects include:
  - i. Fair Haven Skyline – Good Jobs and Healthy Homes
  - ii. Vermont Farmers Food Center
  - iii. Rutland Airport Business Park Phase II
  - iv. Poultney Highway Garage and Recreation Hub
  - v. Center and Wales Redevelopment, Rutland City
  - vi. Benson Village Store
  - vii. Rutland Creek Path
  - viii. Vermont Adult Learning Workforce Expansion
  - ix. Community Health Brandon Facility
  - x. Rutland Public Library Modernization
10. Several important grant opportunities are now open for municipalities including:
  - a. Small-Scale Highway Safety Program, up to \$50,000 per project with no local match required, <https://vtrans.vermont.gov/highway-safety>
  - b. NBRC Catalyst Program for major economic and infrastructure projects, <https://www.nbrc.gov/content/catalyst-program>
  - c. NBRC Timber for Transit Program supporting advanced wood materials in transportation infrastructure, <https://www.nbrc.gov/content/timber-transit>
  - d. Vermont Spark Fund for innovative community-based projects, <https://www.vermontcf.org/nonprofits/grants/spark>
  - e. Communities Caring for Canopy tree planting and canopy expansion grants, <https://vtcommunityforestry.org/grants>
11. The Vermont Economic Resilience and Technical Assistance (VERTA) report has now been published, and we thank all municipalities and partners across the Rutland Region who participated in interviews, data collection, and project identification. The final report is available at [https://outside.vermont.gov/agency/ACCD/ACCD\\_Web\\_Docs/CD/CPR/Current%20Initiatives/DHCD-VERTA-Act181-Report-Final-2025.pdf](https://outside.vermont.gov/agency/ACCD/ACCD_Web_Docs/CD/CPR/Current%20Initiatives/DHCD-VERTA-Act181-Report-Final-2025.pdf) and more information about the program can be found at <https://accd.vermont.gov/community-development/current-initiatives/VERTA>.
12. To support local understanding of tax increment financing and the new CHIP program, the RRPC is promoting a three-part statewide webinar series hosted by the Vermont Economic Progress Council on January 8, 13, and 15. Registration and program details are available at <https://cdfa.net/events> and <https://accd.vermont.gov/economic-development/vepc>.



# RUTLAND REGIONAL PLANNING COMMISSION

## REGIONAL PLAN STATUS REPORT

TUESDAY, JANUARY 20, 2026

### UPDATED REGIONAL FUTURE LAND USE MAP

The RRPC has reached a critical milestone in the 2026 Rutland Regional Plan update. A draft of the Plan was submitted to the Land Use Review Board (LURB) on September 17, 2025, and the Board issued its pre-application findings on November 21, 2025. Those findings included several required changes to the Regional Future Land Use Map to ensure the Plan complies with state statute under Act 181.

Over the past year, RRPC worked closely with municipalities across the Region to gather local input on the original pre-application draft of the map. In response to the LURB's findings, RRPC has now prepared an updated version of the map along with a short video walkthrough explaining what changed and why.

The updated Draft Regional Future Land Use Map can be viewed at:

<https://tinyurl.com/RutlandRegionalFLUMap>

A video explaining the LURB-required changes is available at:

<https://tinyurl.com/RutlandRegionalFLUMapChanges>

To see how the current map compares to the earlier LURB Pre-application FLU Map Draft, an interactive comparison map is available at:

<https://experience.arcgis.com/experience/58543fd6882d4bd6bd0b3008d98e874e>

You can review the LURB's formal comments on the Draft Plan and Map here:

[2025-11-21 RRPC Preapplication Response.pdf](#)

You can view all formal comments and materials of the Draft Plan and Map submitted to the LURB here: <https://anrweb.vt.gov/ANR/Act250/RPDdetail.aspx?AppNum=RPC09-0001>

To help communities and the public better understand these updates and what is being proposed for adoption, RRPC hosted two information sessions, on January 14<sup>th</sup> and 15<sup>th</sup>, ahead of the First Public Hearing. These sessions provide an opportunity to learn about the map, ask questions, and see the changes made following LURB review.

### NEXT STEPS

The RRPC is revising the draft plan to address comments from the LURB, including updates to the housing chapter, natural resources chapter, and the addition of a Environmental Benefits & Burdens Analysis. Staff will continue to update the draft map and plan until warning the first public hearing on February 12, 2026 with the first hearing at our March 17, 2026 RRPC Board of Commissioners meeting. The RRPC will hold an additional four supplemental regional public meetings throughout the region to encourage more participation and gather more feedback.